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1979/80



Annual City Report

Berlin, New Hampshire

For the fiscal period July 1, 1979 - June 30, 1980



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1979/80



Annual City Report

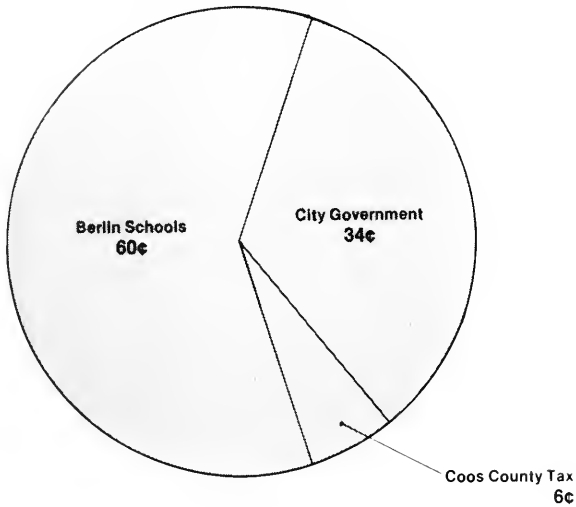
Berlin, New Hampshire

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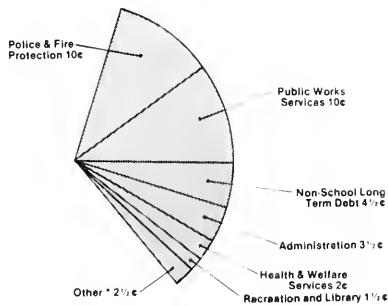


YOUR 1980 PROPERTY TAX DOLLAR

THE TOTAL "TAX DOLLAR PIE"



CITY
GOVERNMENT'S
34¢ SHARE OF
THE "PIE"



* Other includes ambulance, street lighting, airport, abatements and sundry accounts

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MAYORS OF THE CITY OF BERLIN

Hon. Henry F. Marston
Hon. John B. Noyes
Hon. Frank L. Wilson
Hon. Fred M. Clement
Hon. John B. Gilbert
Hon. George E. Hutchins
Hon. Fremont D. Bartlett
Hon. Daniel J. Daley
Hon. George F. Rich
Hon. Eli J. King
Hon. J. A. Vaillancourt
Hon. Eli J. King
Hon. Edward R. B. McGee
Hon. W. E. Corbin
Hon. O. J. Coulombe
Hon. Daniel J. Feindel
Hon. Arthur J. Bergeron

1897-1899
1899-1900
1900-1901
1901-1902
1902-1905
1905-1908
1908-1910
1910-1915
1915-1919
1919-1924
1924-1926
1926-1928
1928-1931
1931-1932
1932-1934
1934-1935
1935-1938

Hon. Matthew J. Ryan
Hon. Aime Tondreau
Hon. Carl E. Morin
Hon. George A. Bell
Hon. Paul A. Toussaint
Hon. Aime Tondreau
Hon. Guy Fortier
Hon. Laurier A. Lamontagne
Hon. Edward L. Schuette
Hon. Dennis Kilbride
Hon. Norman J. Tremaine
Hon. Earl F. Gage
Hon. Norman J. Termaine
Hon. Sylvio J. Croteau
Hon. Laurier A. Lamontagne
Hon. Leo G. Ouellet

1938-1939
1939-1943
1943-1946
1946-1947
1947-1950
1950-1957
1957-1958
1958-1962
1962-1965
1965-1966
1966-1968
1968-1970
1970-1972
1972-1976
1976-1978
1978

CITY MANAGERS OF THE CITY OF BERLIN

Stanley Judkins
Joseph Burke
James C. Smith
Michael Donovan

1962-1966
1970-1973
1973-1978
1978-



MAYOR'S ANNUAL REPORT

The past year was a most interesting and progressive one. We made great strides in accomplishing all three City Council objectives --

1) **Industrial Development.** We replaced all jobs lost through the Converse closure and witnessed the sale of Brown Company to James River Corporation. For a period of time, we had an unemployment rate better than that of the State of New Hampshire -- and we forecast another 400 new jobs in the next six months.

2) **Revitalization.** We observed major progress in many areas as follows:

a) We finalized the plans and decisions of the East Side Arterial and the new South Bridge which will get truck traffic off Main Street.

b) We started construction on our Downtown Revitalization Project.

c) We made major progress in repaving our streets as the sewer project nears completion next year.

d) We made a major effort to make our buildings more energy efficient

3) **Taxes.** Again this year, we were able to lower our taxes slightly below last year's while giving our employees a 7% raise.

As to next year, it is our hope to increase our industrial development efforts and to complete the major community revitalization efforts now in progress. We also hope to look in our Water Department problems and to continue a stable tax rate.

Overall, I see an extremely good, progressive year for Berlin in 1981

Leo G. Ouellet
Mayor



MUNICIPAL OFFICERS

City Manager
City Comptroller
Chief Assessor
City Clerk
Tax Collector
Personnel Director
City Attorney
District Court Judge
Treasurer
Police Chief
Fire Chief
Health Officer
Building Inspector
Overseer of Public Welfare
Recreation Director
Librarian
Superintendent of Schools
City Engineer
Public Works Director
Water Works Superintendent
Community Development Director
Economic Development Director
Airport Manager
Cemetery Trustees

Michael L. Donovan
Aline Boucher
Robert Peabody
Olivette Dumas
L. Laurier Rousseau
Vacant
James J. Burns
Wallace Anctil
Robert Aulie
Paul Morin
Norman LaCroix
Robert Delisle
Fernand Villeneuve
Maurice A. Belanger
Mitch Berkowitz
Inez Hamlin
John Doherty, Jr.
Vacant
Maurice Wheeler
Albin Johnson
Jeffrey Taylor
Roland Sherman
Roland Lambert
Donald Sloane, Janet King,
Oscar Rosenberg

1980 CITY MANAGER'S REPORT

Fellow Citizens of Berlin,

This annual report is somewhat symbolic of the overall goal of our municipal government -- "to be able to do more with less". High inflation combined with pressures from the public to lower property taxes are forcing municipal government in all towns and cities to find better ways to do the same job, with fewer real dollars. For the first time, the City of Berlin Annual Report is being mailed to all property owners; but, our total cost for the report is lower than the previous years because of less elaborate graphics, fewer photos, and the use of lower grade paper. Hence, we receive wider distribution at lower cost, which is one small symbolic step towards "doing more with less".

Nineteen hundred and eighty was a tough year, full of controversy for local government in Berlin. Several unpopular, but necessary, actions had to be taken and scores of our fellow citizens voiced their objections to these actions:

1 **Sewer Billing** was initiated in order to pay for the operation of the wastewater treatment plant and new sewer system. Sewer billing is mandated by the federal government as the only legal way to pay for the operation of these new facilities. The average Berlin homeowner now pays about \$125 annually in sewer billings.

2 **Uniform Revaluation** of all taxable property occurred, in compliance with a New Hampshire Board of Taxation order. Berlin had not been revalued since 1966, and the resulting shift of burden from the Brown Company and Public Service Company of New Hampshire to residential taxpayers made the City Council's reduced tax rate insignificant to over 85% of our taxpayers, who received substantially higher tax bills.

3 **The Berlin Mills Bridge** had to be permanently closed to vehicular traffic.

4 **Water Bills** increased dramatically as the Board of Water Commissioners attempted to grapple with inflation, dwindling reserve funds and the costly impact of the sewer project.

5 **Sewer Construction** continued to plague the City. As we enter 1981 the streets of Wards I and III remain unrepaired and sewer construction in Ward IV is only partially complete. Only Ward II is complete.

6 **Layoffs** of municipal workers became a reality in the Fire Department and at City Hall as the City Council reacted to public pressures for lower tax bills. Positions were eliminated through attrition in the Public Works, Police and Recreation Departments and at City Hall.

For many, the above unpopular matters dominated the year, but, in fact, many positive, progressive things also took place in 1980.

For Example:

- The Church Street booster pump project was completed with funds provided by the City Council and Community Development Program, thereby solving a significant water pressure problem in the Ramsey Hill area.

- Energy conservation programs were implemented in all municipal buildings, and a special bulk oil purchase plan saved taxpayers over \$25,000 in fuel costs in the winter of 1979-80.

- Federal grants totalling over three million dollars were received for the construction of the new south bridge.

- Downtown revitalization began with the groundbreaking for the Green Square Plaza project and joint development of a landscaped park by the Berlin Cooperative Bank and the Recreation and Parks Department

- Other federal commitments totalling over a million dollars were made for future downtown revitalization projects.

- After lengthy negotiations, large tax suits brought by the Brown Company against their 1978 and 1979 property tax valuations were dropped



City Manager, Michael L. Donovan

- Groundbreaking for the St. Regis Academy elderly housing project took place; and, a vacant school which could have become a prominent eyesore will now be an attractive building providing sorely needed elderly housing while adding to the tax base.

- Local efforts to improve Route 115, which provides regional access to Interstate 93, took a major step forward

- BEDCO and the Berlin Industrial Development and Park Authority continued their successful industrial development efforts by bringing three small new industries to Berlin.

Other portions of this annual report describe in more detail the activities of the operating departments of the City of Berlin. I hope the people of Berlin appreciate the effort to achieve wider distribution of the annual report, and, in any case, we would appreciate hearing your response to it

Respectfully submitted,

Michael L. Donovan
City Manager

ASSESSOR'S REPORT

The City of Berlin recently underwent a revaluation effective April 1, 1980. The contract for revaluing Berlin's 4800 parcels was awarded to the United Appraisal Company. Work commenced in July, 1979 and was completed on April 15, 1980. The informal hearings were then held and the necessary changes in valuation made by the appraisers.

As the statistical breakdown below illustrates, the gross valuation of the City for Tax Year 1980 is \$175,682,216. The resultant tax (mill) rate, computed using the net valuation, is .0293 or \$29.30 per thousand dollars of valuation.

The Assessor's office has allowed 18 Blind Exemptions, 504 Elderly Exemptions, and 1 Water and Air Pollution Control Exemption for this tax year.

SUMMARY INVENTORY OF TAXABLE PROPERTY

April 1, 1980

| | | |
|---|-------------|--------------------|
| Real Estate (Land & Improvements) | 135,812,450 | |
| Factory Buildings | 30,211,966 | |
| Electrical Plants | 9,657,800 | |
| GROSS VALUATION | | 175,682,216 |
| Blind Exemptions | 260,700 | |
| Elderly Exemptions | 4,702,467 | |
| Water and Air Pollution Control Exemption | 1,752,966 | |
| TOTAL EXEMPTIONS | | 6,716,133 |
| NET VALUATION | | 168,966,083 |

Respectfully Submitted,

Robert A. Peabody, Jr.

Clovis E. Morin

John R. Gothreau

Board of Assessors



Robert A. Peabody, Assessor of Berlin

CITY CLERK'S REPORT

JULY 1, 1979 - JUNE 30, 1980

The City Clerk attends all City Council meetings, public hearings, writes the minutes and correspondence, prepares agendas, notices of hearings, records Ordinances and Resolutions passed, and all correspondence in connection with the meetings indexed and filed. Files and indexes financing statements, sales and mortgages; records marriages, births, deaths. Letters were also mailed to all new parents to bring certificates of new births for certification and City Seal to be affixed on same. Copies of all vital statistics were forwarded to the Department of Vital Statistics at Concord. Registers cars, trucks, trailers, campers, etc. Issues licenses for the following: dogs, pool tables, bowling alley, junk dealers, taxi, taxi drivers, photographers, theater and dances. Cemetery lots are sold and deeds issued and recorded; orders issued for digging of all graves. Monthly labor reports mailed to State. Elections also come under the City Clerk, who prepares the city ballots, warrants, has them printed, delivers them to the polls, and receives them after election. Accepts new voters registrations during the course of the year. Mails or delivers absentee ballots at election time to all requests. The City Clerk also acts as an agent for the Fish & Game Department.

SUMMARY OF CITY CLERK'S ACTIVITIES:

| | |
|-------------------------|------|
| Motor Vehicle Permits | 9606 |
| Financing Statements | 430 |
| Termination Statements | 61 |
| Pool Table Licenses | 03 |
| Bowling Alley Licenses | 01 |
| Junk Dealer's Licenses | 03 |
| Taxi Licenses | 02 |
| Dog Licenses | 491 |
| Photographers' Licenses | 05 |
| Theater License | 01 |
| Births | 199 |
| Marriages | 96 |
| Deaths | 183 |
| Dance Licenses | 02 |

Respectfully submitted

Olivette M. Dumas

City Clerk



City Clerk, Olivette Dumas.

BERLIN PUBLIC SCHOOLS

ANNUAL REPORT 1979-1980

This report is a summary of the comprehensive annual report prepared by the Superintendent of Schools for the Berlin Board of Education for the school and fiscal period of July 1, 1979, through June 30, 1980. The comprehensive report is in the public domain, and the school department will make it available to interested citizens.

Because the annual report attempts to summarize the activities of the largest City service, it is by nature general and statistical. The report is based on information obtained from administrators and teachers and runs the entire gamut of the educational system from kindergarten to grade 12. In addition to providing information on the academic programs, it also comments on concerns such as energy conservation, facilities planning, and collective bargaining negotiations with labor unions. In addition to the reports of the specific educational programs, I would like to highlight two general areas of importance and concern for both the Berlin Public Schools and the City of Berlin.

The first area worth commenting on is the fact that during the period covered in this report, the Berlin Public Schools were affected by personnel changes of tremendous significance at the administrative level. Superintendent Lawrence W. Dwyer retired in June 1979 after a 19 year tenure as Superintendent of Schools. In addition to Superintendent Dwyer, a number of other critical administrative positions were affected by retirement. The vocational director, the director of guidance and special education, and the director of food services also retired. Despite the loss of important and competent personnel, the transition to new administration went very smoothly, in large part, due to the outstanding cooperation given by the retiring administrators to the new administration and to the continuing support of the members of the Board of Education.

The second area of general concern to the Berlin schools was the continued reduction of the school budget and the accompanying belief by some members of the school department that education is not as valued today as it was in the past. The budget reductions resulted in the loss of some critical programs, e.g. the alternative education program, the distributive education program and the severe reduction of other programs, e.g. music and some athletics and activities. It is not the purpose of this report to make an argument for a larger budget. However, there is an obligation to point out the educational ramifications of budget reductions.

The total personnel in the school system for the year of this report was 250 people. This total includes people whose salaries have been funded outside the local budget and is a reduction of 11 people from the 1978-79 annual report.

The following statements are summaries in general terms of materials found in the school department's annual report:

ELEMENTARY

The focus of the elementary schools continues to be to provide strong, fundamental education to our youngest students. There were renewed efforts to build active and effective parent-teacher organizations. There were a number of evening meetings between elementary school teachers and parents in which interaction and participation continued to improve. The elementary schools continued to develop programs which encouraged school and student pride and which seemed to result in exemplary student behavior. Vandalism, a problem which has plagued many other school systems, was virtually non-existent in our elementary schools.

Reading and mathematical scores based on standard national examinations were substantially better than state and national averages, and these excellent scores are a testament to the strong teaching and effective administration which are present in Berlin Elementary schools.

The bilingual program remains an integral part of the school system and has been expanded to the sixth grade. Although the sports program has had some reductions because of budget constraints, the program retained wide participation and continues to be an important part of our elementary school programs.

JUNIOR HIGH

The Junior High School continues to be designated as a comprehensive junior high school and offers programs in both academic and vocational areas. The English, Social Studies, and Mathematics departments are continuing to work extensively on the New Hampshire State Accountability program and began testing in mandated testing areas. The loss of general music and the reduction in the activities program have caused some concern at the junior high school, and there is a fear that the physical plant is deteriorating and will need substantial work in the area of capital improvement particularly in regard to energy conservation.

SENIOR HIGH

One of the major activities at the high school this year has been the preparation for the accreditation renewal of the Berlin Senior High School by the New England Association of Schools and Colleges. This preparation has involved an extensive staff self-evaluation and the school has compiled staff, parent, and student opinion inventories relating to the quality of our educational offerings. Student achievement both in academic and vocational programs continues to be more than adequate and students' morale and behavior continues to be exemplary. Vandalism is well below state and national averages, and this speaks well of the cooperative efforts of the staff and students towards dramatically reducing instances of vandalism. A major concern of the high school continues to be to maintain the quality of the programs and of the school buildings in a period of budget restraints. The loss of the alternative education program and the virtual elimination of music during this year are the only negatives in what is an overall strong high school program.

OTHER ASPECTS

The Berlin Board of Education has continued the maintenance of the hot lunch program in all the public and parochial schools in the City with a daily participation of almost 1,900 students. Funding for this program comes from the federal government but the supervision, both financial and nutritional, is locally managed.

In vocational education, the school year 1979-80 marked the second full year of the center's operation since its designation as an area vocational center. The vocational education program continued to be supported enthusiastically by student enrollment selection both by Berlin and tuition students. The vocational program has generated significant revenues from the sending school districts and continues to receive commendations from the State Division of Vocational Education.

Special Education has undergone a reorganization under its new Director, Paul Lamoureux, and great improvements have been made in the programs that provide services for Berlin's handicapped students. The state and federal governments have unfortunately not provided the funds necessary to meet the cost of mandated programs, and one of our major concerns is that there seems to be a competition for funds between regular and special education programs. We have continued to receive educational services on a regional basis from North Country Educational Services. This organization provides educational services in the areas of speech, hearing, psychological testing, media services, and audio visual repair to all eight north country supervisory unions.

(Cont'd Pg 7)

An effort to coordinate the curriculum on a system-wide basis was initiated during the 1979-80 school year. This effort has been concentrated in the mathematics and language arts areas with the eventual goal of better coordination of all educational offerings on a system-wide basis.

The 1979-80 school year also saw a major effort begun to better control energy costs. The Berlin School Department was awarded in excess of \$27,000 in federal funds in order to retrofit school buildings in an effort to conserve energy. Better energy management is a continuing objective of the Berlin Public Schools and is being coordinated by Assistant Superintendent, Alan Perrin.

In summary, the Berlin School Department believes that the 1979-80 school year continued the tradition of providing a sound education to Berlin's most valued asset, i.e. its children. There is, however, a justifiable fear that continued budget reductions would jeopardize our educational system.

Respectfully submitted,

John P. Doherty, Jr.

Superintendent of Schools

ADMINISTRATION

BERLIN BOARD OF EDUCATION:

John Vezina, Chairman
Jeannie Bosa/Carl Nolin*
Robert Dumont
Darrill Neal
Joseph Rozek

SUPERINTENDENT OF SCHOOLS:

John P. Doherty, Jr.

ASSISTANT SUPERINTENDENT:

Alan F. Perrin

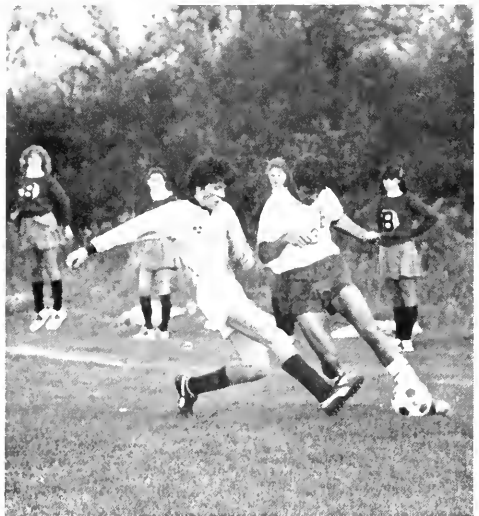
DIRECTOR OF SPECIAL PROGRAMS:

Paul Lamoureux

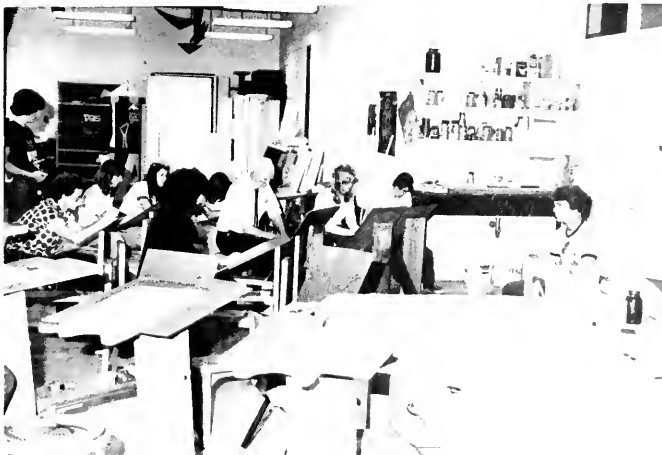
PRINCIPALS:

| | |
|-----------------|----------------------------|
| Francis Bruni | Senior High |
| Anthony Urban | Junior High |
| Beverly Dupont | Marston & Bartlett Schools |
| Raymond Birt | Burgess School |
| Beverly Moffett | Brown School |

* Replaced Jeannie Bosa in February 1980



Mountaineer forward attempts to move the ball out of danger.



Students working on a portrait in a high school art class

ECONOMIC DEVELOPMENT REPORT

THE LOCAL ECONOMY

Since July 1, 1979, the preparatory work reported in the last City Annual Report has been bearing fine fruit.

A. The verbally approved EDA Section 304 Grant to the City for funding and staffing the Economic Development Office was approved on August 11, 1979, providing \$72,000 Federal Funds and \$18,000 State Funds to cover Economic Development expenses from March 1, 1979 to September 30, 1980. Due to efficiency and frugality of operations, these grant funds will be sufficient to fund the office and staff expenses through March, 1981, twenty-four instead of eighteen months.

B. The coordination of our non profit Berlin Economic Development Council (BEDCO), the city's Berlin Industrial Development and Park Authority (BIDPA) and the Economic Development Office, together with full support from the Mayor and Council, City Administration and the State and Federal Governments are effectively offsetting the problems created by the national recession and high interest rates and development activity is continuing at a high level.

C. The problems and fears created by the pending sale of Brown Company to the James River Corporation have hopefully been resolved. Effective and responsible union response to non competitive cost factors in the towel and tissue converting operations has probably reversed the plans of the company to close or sell the Absorbant Products Division and this indication of our local workers willingness to responsibly cooperate in solving problems must be most encouraging to both Brown Company and James River Corporation.

D. With the successful attraction of five new employers (Altama Delta, American Skate, G.H. Bass Company, Caron Moc, and GAMM, Inc.) which presently employ 412 city and area residents and have plans to expand to more than 1,000,

the loss of jobs from the closing of Converse has been fully offset and the city's economy is healthier due to these "stitching trades" jobs being provided by five firms rather than one. This diversification creates an economic safety factor not present before in that the loss of closing of one of these firms will not again jeopardize the entire economy of the city and area.

E. With these five new "stitching trades" firms in place, and Converse's loss now made up for, the city's economic development efforts have switched emphasis and are now concentrated on the attraction of smaller product and job diversified firms and the expansion of existing industries. Emphasis is being placed on attracting or helping firms with larger capital investment per job, products in the metals, wood, plastics and electronics fields, and higher paying and frequently more male jobs. The firms being looked for are more likely to be much smaller employers but ones with good potential growth in the future. To date these efforts have resulted in assisting with the purchase and continued operation of one local firm (Currier Graphics) and the attraction of three new firms (AMK Electronic, Northern Fabricators and Scanwood). While these firms presently only employ 14 people, their combined growth plans call for between 50 and 70 employees.

F. What have these new firms and employees meant so far to the local economy?

426 people working who weren't,
\$3,195,000 annual payrolls locally,
\$7,987,500 per year local impact on the area economy.

These results to date help support:

1,490 persons in the city and area,
\$2,308,000 annual retail sales,
204 retail, service and local government jobs,
\$1,750,700 annual bank deposits,
\$350,000 annual tax revenues.

Thus as can be seen from the above, basic manufacturing jobs are the true lifeblood of Berlin's economy and we are getting a transfusion. And remember, when these nine listed firms reach full projected employment of 1,050 or more, these results will be multiplied by 2.5, a truly major turnaround and impact guarantying the future economic health of the city and area.

Roland Sherman
Economic Development Director



BEDCO.

BERLIN

ECONOMIC DEVELOPMENT

COUNCIL, INC. REPORT

Since July, 1979, BEDCO has become an invaluable financing tool for Berlin's economic development efforts.

Legally, BEDCO was incorporated as a non-profit corporation on June 29, 1979, and its Internal Revenue Service Tax Exemption Determination was confirmed on September 20, 1979.

The U.S. Department of Commerce Economic Development Administration approved an initial \$750,000 Title IX Revolving Loan Fund Grant to BEDCO on September 27, 1979 and on October 30, 1979 approved an amendment to the grant providing \$80,000 EDA Section 304 funds and \$20,000 State funds, bringing the total original Revolving Loan Fund Grant to \$850,000. Due to the effective and successful use of this fund, on January 23, 1980, EDA invited BEDCO to apply for an additional \$500,000 of EDA Title IX funds for the RLF and on August 1, 1980, this new grant was approved with the condition that a \$125,000 local match be provided. The City of Berlin, the Industrial Development Authority and BEDCO (from earned interest) have committed to provide this required local match thus bringing the Revolving Loan Fund to a total of \$1,475,000.00.

First EDA Funds were received on December 17, 1979 and the balance of the initial \$850,000 state and federal grant funds were provided by May 9, 1980. The first portion of the local match for the Augmentation Grant was provided on June 23, 1980 and the first EDA grant funds on this added grant were received on October 17, 1980. Further local match and EDA grant funds are still to be received.

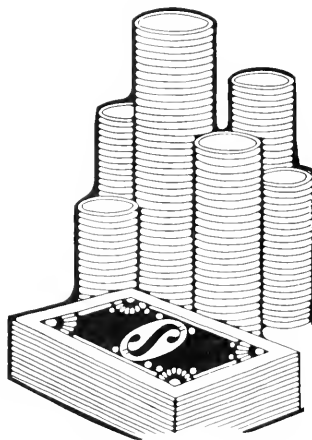
LENDING POLICIES

At present, BEDCO loan activities are restricted to manufacturing, wholesale or industrial service firms located in Berlin, existing or new. Loan sizes are governed by three factors; (a) the number of BEDCO dollars per new job or job saved (not to exceed \$5,000 per job); (b) the amount of equity provided by the borrower company (must be at least equal to the amount of the BEDCO loan); and (c) the ratio of BEDCO loan funds to the total project cost (cannot exceed 20%). The maximum loan term, except for real estate financing, is normally 5 years and the normal interest rate is 6%. BEDCO also has a loan guaranty program which operates slightly differently.

Projects to Date

| | |
|---|---|
| M-1 | American Skate Corporation - Loan \$400,000 |
| M-2 | Caron Moc, Inc. - Loan \$77,000 |
| M-5 | Currier Graphics, Inc. - Loan \$37,000 |
| M-6 | Northern Fabricators, Inc. - Guaranty \$70,000 |
| M-7 | Scanwood Ltd., Inc. - Loan \$50,000 |
| RE-1 | B.I.D.P. Authority (10,000 sq. ft. bldg.) - Loan \$172,000 |
| RE-2 | Altama Delta Corporation (Converse #2 purchase) - Loan \$85,000 |
| RE-3 | B.I.D.P. Authority (NYA bldg. expansion) - Loan \$32,500 |
| RE-4 | B.I.D.P. Authority (8,000 sq. ft. bldg.) - Loan \$208,000 |
| Total Project Loans/Guaranties committed - \$1,131,500.00 | |

| | |
|--------------------------------|--------------|
| Principal Repaid to Date | \$ 41,115.00 |
| Interest & Fees earned to Date | \$ 24,248.37 |



BEDCO Board of Directors and Loan Administration Board (LAB)

George Arsenaull
 Paul Campagna, LAB
 Lee Coulombe
 Richard Day
 *Edgar Dean, LAB
 John Doherty, President
 Michael Donovan, LAB
 Donald Duquette, Treas., LAB
 Edward Ferrari, Exec. Comm.
 Earl Gage
 *Lawrence F. Goss
 Mark Hamlin, 1st VP, LAB
 Eli Isaacson
 Richard Langlois, LAB
 Roland Leighton, LAB
 Joseph Ottolini
 Leo Ouellet, Exec. Comm.
 Richard Payeur, 2nd VP
 David Rosenberg
 Roland Sherman, Secy. & Asst. Treas.
 Albert Theriault
 Sylvio Theriault, Exec. Comm.

* Indicated LAB member not member of Board of Directors

** Indicates ex-officio member - NH Office of State Planning

BERLIN'S BAROMETERS OF ECONOMIC HEALTH

| | | | | | |
|-------|--|------------|---|------------|--|
| 1,200 | | 12,000,000 | | 24,000,000 | |
| 1,150 | NEW JOBS 9 FIRMS | 11,500,000 | | 23,000,000 | LOCAL ANNUAL ECONOMIC IMPACT NEW JOBS 9 FIRMS |
| 1,100 | | 11,000,000 | | 22,000,000 | |
| 1,050 | PROJECTED ADDED JOBS BY 9 FIRMS IN PLACE OR COMMITTED | 10,500,000 | | 21,000,000 | |
| 1,000 | | 10,000,000 | | 20,000,000 | |
| 950 | | 9,500,000 | | 19,000,000 | |
| 900 | | 9,000,000 | NEW DIRECT ANNUAL PAYROLLS 9 FIRMS | 18,000,000 | |
| 850 | | 8,500,000 | | 17,000,000 | |
| 800 | | 8,000,000 | | 16,000,000 | PROJECTED ADDED LOCAL ANNUAL IMPACT |
| 750 | | 7,500,000 | | 15,000,000 | |
| 700 | | 7,000,000 | | 14,000,000 | |
| 650 | | 6,500,000 | PROJECTED ADDED DIRECT ANNUAL PAYROLLS | 13,000,000 | |
| 600 | | 6,000,000 | | 12,000,000 | |
| 550 | | 5,500,000 | | 11,000,000 | |
| 500 | | 5,000,000 | | 10,000,000 | |
| 450 | | 4,500,000 | | 9,000,000 | |
| 400 | NEW PRESENT JOBS IN PLACE 8 NEW & 1 EXISTING FIRM ASSISTED TO DATE | 4,000,000 | | 8,000,000 | |
| 350 | | 3,500,000 | | 7,000,000 | |
| 300 | | 3,000,000 | | 6,000,000 | |
| 250 | | 2,500,000 | DIRECT ANNUAL PAYROLLS 9 NEW FIRMS PRESENT | 5,000,000 | ANNUAL LOCAL IMPACT NEW JOBS 9 FIRMS PRESENT |
| 200 | | 2,000,000 | | 4,000,000 | |
| 150 | | 1,500,000 | | 3,000,000 | |
| 100 | | 1,000,000 | | 2,000,000 | |
| 50 | | 500,000 | | 1,000,000 | |

BIDPA -

BERLIN INDUSTRIAL DEVELOPMENT AND PARK AUTHORITY REPORT

The City of Berlin, by ordinance passed September 15, 1975, reconstituted and formed the authority pursuant to N.H. RSA 162-G to act as the industrial facilities development arm of the City of Berlin, particularly in matters involving real estate and real estate financing. The members of the Authority are appointed by the Mayor, subject to confirmation by the City Council, and members serve for three year terms with one third of the terms expiring yearly.

The Authority presently owns five buildings in the city: Berlin Mills Fire Station - 3,200 sq. ft.

NYA Building - 9,336 sq. ft. *

First (1975) Authority Building at the Industrial Park - 44,000 sq. ft.

Second (1979) Authority Bldg. at Industrial Park - 10,000 sq. ft. *

Third (1980) Authority Bldg. at Industrial Park - 8,000 sq. ft. *

All of these properties are under lease or have leases pending.

*Indicates 21,036 sq. ft. of new construction in 1979-1980 financed with loans from BEDCO.

The Authority also has a four year lease of the city owned King School Building and has the basement level under sub lease to GMM, Inc.

The Authority maintains close liaison with the City Council at all times and, before any property can be sold or built, the Authority must come before the City Council for passage of a formal resolution approving such transactions. The Authority is empowered to negotiate leases with appropriate industrial tenants without Council approval. Like BEDCO, The staff and secretarial services for the Authority are coordinated within and by the staff of the city's Economic Development Office, thus assuring coordination of purpose and function between the City, the Industrial Authority and BEDCO to provide maximum flexibility and impact.

AUTHORITY FINANCIAL STATUS AND CHANGES

7/1/79 6/30/80 Year Change

Assets

| | | | |
|------------------|--------------|--------------|----------------|
| Current Assets | \$ 59,734 | \$ 151,104 | +\$ 91,370 |
| Long Term Assets | 8,771 | 1,541,836 | + 1,533,065 |
| Fixed Assets | 965,808 | 1,125,361 | + 159,553 |
| Total Assets | \$ 1,034,313 | \$ 2,818,301 | + \$ 1,783,988 |

Liabilities

| | | | |
|-----------------------|------------|--------------|----------------|
| Current Liabilities | 127,400 | 240,302 | + 112,902 |
| Long Term Liabilities | 713,600 | 1,256,298 | + 542,698 |
| Fixed Liabilities | -0- | 594,841 | + 594,841 |
| Total Liabilities | \$ 841,000 | \$ 2,091,441 | + \$ 1,250,441 |
| Net Worth | \$ 193,313 | \$ 726,860 | + \$ 533,547 |

Authority Membership

James Burnes (Alt.)
Maurice Caron (Alt.)
Yvonne Coulombe, Treasurer
Sylvio Croteau
Valmore Doucette
Robert Dumont
Donald Duquette
Michael Donovan (ex-officio)
Bernard Gallagher
Alfred Legere (Alt.)
Richard McLaughlin
Robert Olivier, Chairman
Leo Ouellet
Robert Theriault
Maurice Wheeler
Roland Sherman, Secretary



The BIDPA builds industrial buildings such as the above, for lease - purchase to new industries.

COMMUNITY DEVELOPMENT DEPARTMENT REPORT

JULY 1, 1979 THROUGH JUNE 30, 1980

The Community Development Department is responsible for the execution of programs which will correct identified needs within the city. This involves the preparation of funding applications to the federal government, the planning and engineering of projects to be undertaken, and the monitoring of actual construction. To date, working with City Council and other representatives of the community, several broad areas where improvements are needed in Berlin have been identified. These include Downtown Revitalization, Transportation, Housing, Economic Development, and Neighborhood Improvement. As noted below, progress has been made in all of these areas during 1979-1980.

DOWNTOWN REVITALIZATION

The Community Development staff has continued to work with representatives of the downtown business community to improve the city's retail shopping center. The staff was successful in securing additional funds for the proposed revitalization project, bringing the total budget available to \$750,000. An engineering firm has been hired to complete the actual design of the street, sidewalk, and parking improvements to be accomplished here. Work is scheduled to begin in the Green Square area in the fall of 1980, with the remainder of the area to be completed in the spring of 1981.

TRANSPORTATION

The major transportation project with which the CD staff has been associated during the past year has been the proposed South Bridge. This is a vital link in the development of an arterial roadway linking the Brown Company woodyards and several other East Side employment centers with New Hampshire 16. During the past year the CD staff has been successful in arranging funding for this \$3.8 million project. Engineering of the bridge and associated roadway improvements are well into final design. The land acquisition process necessary to construct the project has been started. It is anticipated that actual construction will begin in the winter of 1980-81. Upon completion, this project will yield major improvements to traffic flow and the general shopping environment in the city's downtown retail district.

HOUSING/NEIGHBORHOOD IMPROVEMENT

In the past year the primary thrust of the department's efforts in these joint areas has been on the city's East Side. Utilizing federal funds to subsidize the interest rates on loans made by local banks, the Community Development Department has been able to assist in the improvement of some 100 units of housing on the East Side. Not only have the residents of the immediate area benefited from this, but so have local contractors as well. A conservative estimate indicates that this program stimulated nearly a quarter of a million dollars in construction activity this past summer. All of this was handled by local contractors.

Also in the area of neighborhood improvement, Community Development funds and staff have been used to coordinate the development of the new Church Street Water Pumping Station. This will provide significantly improved pressure and service the homes in the Upper Hillside Avenue area of the city. During the period of major freeze-ups in the winter of 1978-79, some homes in this area were without water for as long as three weeks. This new pump will correct that situation.

Several Community Development initiated housing projects moved closer to occupancy in the past year. In June, construction started on the 41 unit St. Regis Academy elderly housing project. The adjacent Androscoggin Valley Hospital project with 62 similar units is slated for construction during 1980-81.

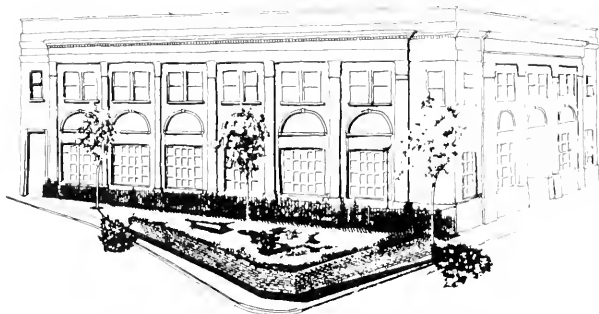
ECONOMIC DEVELOPMENT

In addition to the retail sector improvements noted above, the Community Development staff has worked closely with the city's Economic Development Office on several projects. Key among these in terms of increasing the area's attractiveness to new industries will be the provision of air service. The Community Development staff has gathered and presented material to the Civil Aeronautics Board requesting an air service link between Berlin and Boston. A final decision on that request should be made shortly.

FUTURE

All projects within the Community Development office go through a planning stage, an engineering stage, and a construction stage. While the last is the most obvious to the general public, a project cannot go forward without major investments of time and energy in the first two areas. While some projects have been going to construction on a fairly regular basis throughout the program's history, 1980-81 will offer major increases in construction activity. Both the South Bridge and Downtown Revitalization projects will be moving into that phase. While other projects will still be moving through the developmental stages, it should be a rewarding year for the community to see these two often discussed projects move to construction.

Jeffrey H. Taylor
Community Development Director



Artists rendering of new Green Square Plaza, which is step one of Berlin's Downtown Revitalization Program.

BERLIN CITY PLANNING BOARD REPORT

The State of New Hampshire's planning enabling legislation assigns the following basic responsibilities to local planning boards:

1. To publish a municipal master plan and plan and promote public interest in and understanding of it.
2. To make investigations and recommendations relating to the planning and development of the municipality.
3. To consult with and advise public officials, agencies and citizens with regard to carrying out the master plan and the development of the municipality.

During the past year, the Berlin City Planning Board met monthly in pursuit of the above responsibilities. Significant accomplishments included:

1. Continued review of the development of the proposed South Bridge;
2. Continued involvement in the development of plans for the revitalization of the downtown business district.
3. Review of the proposed East Side Arterial, with particular attention to the Napert Village and Upper Hutchins Street areas;
4. Continued work with the developers of the St. Regis Academy and Androscoggin Valley elderly housing projects to ensure their successful development;
5. Review of subdivision and other development proposals, including the proposed Fortier/Hillsboro Street subdivision and the St. Luke's medical facility at the Androscoggin Valley Hospital;
6. Review of the new pumping station for the improvement of water distribution in the Upper Hillside Avenue area;

7. Review of the proposed relocation of New Hampshire Route 110;

8. Review of "paper streets" within the community.

During the coming year, the City Planning Board will continue to plan the future of Berlin and make recommendations for orderly, well-planned, long-range development. The Board meets monthly at City Hall the first Thursday evening

PLANNING BOARD MEMBERS

Regular Members

Romeo Boulanger, Chairman
Mark Hamlin
Nicholas Darchik
Donald Sloane
John Bork
Norman Morin

Alternate Members

Carol Couture
Henry Cote
Richard Vaillancourt

Associate Members

Richard Poulin
Leo Ouellet
Lucien Dupuis
Leo Montminy
Anthony Harp
Roger Charron
Arthur McGuire
Donald Piper
Sylvio Laplante

Ex-Officio Members

Richard Payeur
Maurice Wheeler
Michael Donovan



WELFARE DEPARTMENT REPORT

The following statistics indicate the functions of this department for the fiscal year of July 1, 1979 - June 30, 1980.

| CATEGORY | CASES | PERSONS | FAMILIES | SINGLES |
|---|-------|---------|----------|---------|
| Direct Assistance | 132 | 290 | 73 | 59 |
| Aid Furnished to Veterans and Their Families | 36 | 109 | 28 | 8 |
| Board and Care | 10 | 10 | -- | 10 |
| Transfers to County | 15 | 23 | 3 | 12 |
| Dummer Case (Reimbursed by Dummer) | 1 | 4 | 1 | -- |
| Old Age Assistance | 18 | 18 | -- | 18 |
| Aid to Permanently and Totally Disabled | 27 | 27 | -- | 27 |
| Intermediate Nursing Care | 51 | 51 | -- | 51 |
| Total | 290 | 532 | 105 | 185 |

Assistance rendered recipients was based on the State of New Hampshire welfare laws. This department also advised or referred other applicants to appropriate agencies for aid.

Respectfully submitted,
Maurice A. Belanger
Overseer of Public Welfare

LIBRARIAN'S REPORT

JULY 1, 1979 - JUNE 30, 1980

ACTIVITIES DURING THE YEAR

Summer Reading Program

"The Wise Old Owl" was the theme of the Summer Reading Program. The children received a feather for the owl on completion of their assignment. One hundred and sixty children registered and fifty-five completed the program by doing the required twelve assignments.

A party was held for those completing the program. Pastries made by the staff, munchkins and punch were served. Each child received their completed owl, and a burlap pencil case for their efforts. A film on Disney World was also shown at this time.

Book Week:

Thirty two classes visited the library during the weeks of October 29 to November 9, 1979.

Art Months:

The art program was held during the months of March and April. One hundred and twenty-five registered and seventy passed in projects. Cartooning was the theme of the program. The twelve best entries were given a memo board.

Story Hour:

Held every Thursday morning during July and August.

National Library Week:

Fine Forgiveness Week held in April every year.

Films:

A film is shown every Wednesday afternoon at 3:00 p.m. from September through June. The average attendance is 25 to 30 children.

Respectfully submitted:

Inez Hamlin, Librarian
Berlin Public Library

Board of Trustees:

Roberta Blais, Chairman
Nathalie Savchick
Lorraine Rivard



Berlin's young people make good use of our municipal library.

RECREATION AND PARKS DEPARTMENT REPORT

Providing leisure opportunities for an ever challenging community remained as our number one goal during the last fiscal year, 1979-1980. This challenge has become increasingly difficult since we entered the year without any additional budget increase and have had to rely on more of the programs bearing their own costs through fees and charges.

Yet, despite the difficult economic conditions, more people are taking advantage of the department offerings in each season. Our youth are making more use of the Recreation Center and subsequent programs including the out-of-town trips to various events. This was quite true of our summer programs and Jericho Lake Park. People are expecting this department to offer clean parks, special summer events, youth recreation and sports programs, unique events and a clean beach area, all for their own enjoyment and selected use. This expectation has been carried into our other seasonal programming as well. During the Fall of 1979, this department co-sponsored the first Energy Fair and celebrated Halloween with Berlin's largest haunted house in which 500 parents and children remembered the true spirit of this holiday. We also continued our commitment to the Special Populations in our community by co-sponsoring the weekly Friends Understanding Needs (F.U.N.) program with the North Country Association for Retarded and Handicapped Citizens.

The Winter 1979-1980 programming continued to offer the Berlin citizens many community based events including a traditional Christmas Skating Party and Bon-Fire and the expanded Jogging Program. Besides the programs offered, this department entered into a strict energy conservation program which ultimately reduced our electricity and oil consumption but did not sacrifice the additional gym time necessary for many community groups during the winter. One such group, the Papertown Pacers Square Dance Club, joined our efforts and donated a large ceiling fan to the department which has been installed for the 1980-81 heating season.

As Spring came, our plans for a complete solar greenhouse began taking shape. By the Memorial weekend, we were starting a variety of bedding plants for some of the downtown park areas including Public Service Park, the Library Planters, Cole Street Park and Jericho Lake Park as well.

Programs continued with our large Easter Egg Hunt and school vacation activities. Our department was honored when we were asked to set up and run a Special Olympics program for Retarded and Handicapped Citizens of the whole North Country.

The addition of our first Paw, Pedal and Paddle Race in June prepared people for one of our best recreation summers in years as was evident by the increase in our Tennis Tournament participation and general community interest in the department programs.

Looking ahead, our department will continue to improve our park lands and community facilities since they are in great demand and are one of our most important assets. Maintenance of our facilities must continue to help insure the quality facilities for the public's use. Programming will continue, however, new programs will have to be financially supported by their own participants.

We will continue our policy of working with community groups to provide additional recreational opportunities and, as always, seek our residents comments, ideas and help to provide Berlin with a reliable Recreation and Parks Department and an enjoyable quality of life.

Mitchell A. Berkowitz, Superintendent
Berlin Recreation and Parks



Summer Playground Special Event; The Magic Wagon.



Youths enjoying a summer day at Jericho Lake Park.

RECREATION AND PARKS COMMISSION

Diane Aube - Chairperson
Richard Huot
Gus Rooney
Ronald Reardon
Blaise Heroux
Carole Brown

BERLIN FIRE DEPARTMENT REPORT

The Fire Department is responsible for the protection of persons and property from fire. This includes fire prevention as well as fire fighting. The department is also responsible for electrical services and needs of all other city departments including the schools.

The total number of full time personnel is twenty eight, including the two electricians. In addition there are twenty four call men.

The department operates eleven vehicles; four pumps, one ladder truck, one tank truck, one jeep, one electrical utility truck, one bucket truck, the Chief's car and the fire inspection car.



The following is a brief summary of Fire Department activities from July 1, 1979 to June 30, 1980.

| | DWELLINGS | VEHICLES | MILLS & FACTORIES | SHEDS & GARAGES | BRUSH GRASS DUMPS | MISC. | FALSE ALARMS | TRAINING | INSPECTIONS W/STOVES & CHIM | CLUBS & STORES | TOTALS |
|-----------|-----------|----------|----------------------|--------------------|----------------------|-------|--------------|----------|--------------------------------|----------------|--------------------|
| JULY | 3 | 4 | 1 | 1 | 15 | 9 | 4 | 5 | 15 | 1 | 58 |
| AUGUST | 7 | 2 | 1 | | 5 | 11 | 17 | 2 | 8 | | 53 |
| SEPTEMBER | 6 | 8 | 1 | 2 | 4 | 11 | 12 | 9 | 16 | 1 | 70 |
| OCTOBER | 7 | 2 | 2 | 1 | 5 | 15 | 7 | | 17 | 1 | 57 |
| NOVEMBER | 11 | 4 | 2 | | | 6 | 13 | 9 | 6 | 3 | 54 |
| DECEMBER | 11 | 2 | 2 | | 1 | 5 | 16 | | 16 | 3 | 56 |
| JANUARY | 10 | 5 | 4 | 1 | 1 | 2 | 11 | 1 | 6 | | 41 |
| FEBRUARY | 18 | 2 | | | 6 | 8 | 11 | 1 | 17 | 2 | 65 |
| MARCH | 18 | 5 | 2 | 1 | 2 | 4 | 11 | | 14 | 2 | 59 |
| APRIL | 12 | 2 | 3 | 1 | 10 | 4 | 10 | 4 | 11 | 1 | 58 |
| MAY | 5 | 3 | | | 9 | 5 | 1 | | 3 | 1 | 27 |
| JUNE | 10 | 1 | 1 | | 9 | 7 | 7 | | | 1 | 36 |
| | 118 | 40 | 19 | 7 | 67 | 87 | 120 | 31 | 129 | 16 | Grand 634 Total |

*Includes: Recues, lock-outs, assisting other departments, school fire drills.

Other department activities: Inspections of Foster Homes, New Buildings and Rehabilitation construction, day care centers, elderly housing, nursing homes, factories and private clubs.

POLICE DEPARTMENT REPORT

JULY 1, 1979 - JUNE 31, 1980

The function of the Police Department is to prevent crime, apprehend those who have committed criminal acts and bring them before the courts. This department is also charged with enforcement of the laws and ordinances of the City, and control of traffic. Some of the departmental activities during the year include:

| | |
|-------------------------------------|-------|
| Complaints Investigated | 1,142 |
| Escorts: Banks, Post Office, etc. | 49 |
| Auto Accidents, Investigated | 403 |
| Railroad Cars checked | 16 |
| Animal Calls | 40 |
| Doors Found Unlocked-Owner Notified | 187 |
| Emergency Blood Run | 16 |
| Complaints on Dogs | 279 |
| Dogs to Pound | 21 |
| Dog Summons | 12 |
| Deaths Investigated | 2 |
| Fires Reported | 3 |
| Messages Delivered | 4 |
| Equipment Escorts | 53 |
| Assistance Given | 31 |

INVESTIGATION OF CRIMES:

| | |
|--|-----|
| Assaults, Aggravated | 6 |
| Other Assaults | 20 |
| Burglary - Breaking and Entering | 41 |
| Auto Thefts | 33 |
| Drugs | 41 |
| Larceny | 177 |
| Malicious Damage | 169 |
| Robbery | 1 |
| Violation of Motor Laws | 627 |
| Driving While Intoxicated | 50 |
| Violation of Liquor Laws | 13 |
| Disorderly | 29 |
| Bad Checks | 2 |
| Interfering with Police Officers | 6 |
| Criminal Mischief | 15 |
| Criminal Threatening | 5 |
| Harassment by Phone | 3 |
| Criminal Trespass | 3 |
| Total Traffic Arrests, Including Summons | 627 |
| All Other Arrests, Held for Prosecution | 281 |



Sgt. Gendron, Officer Pete Tremblay.



Berlin Police Officers with Drug Paraphernalia.

CITY OF BERLIN HEALTH DEPARTMENT REPORT

ANNUAL REPORT 1979 - 1980

INSPECTION SERVICE OF THIS DEPARTMENT

Zoning (see following page)

Housing (see following page)

MEDICAL-CLINICAL SERVICES

Number of office patients

594

Number of office visits

916

IMMUNIZATIONS GIVEN DURING THE YEAR

Oral Polio vaccine

313

D.T.P. injections

301

Measles, Mumps, Rubella vaccine

105

Mumps vaccine

2

T.B. tine test

132

T.B. Mantoux test

38

Immune Serum Globulin

15

CLINIC ATTENDANCE RECORD

Monthly immunization clinic

420

Orthopedic clinic

128

Cardiac clinic

37

Flu shots

271

PUBLIC HEALTH NURSING

Number of home nursing visits

1915

Number of home nursing patients

743

Number of Home Health Aide visits

312

Number of ambulance calls

854

in contract area

122

outside contract area

65

Number of school nursing visits

333

Number of school insp. by nurse

15

Number of children referred to

11

State Social Agencies

60

Number of adults referred to

11

State Social Agencies

Number of defects found at school

360

SPECIAL SCHOOL TESTING PROGRAMS

Maico hearing tests and retests

353

Eye test

1

T.B. test

32

RESPECTFULLY SUBMITTED

Board of Health

Edouard M. Dunais, M.D.

Philip Tremblay, Pharmacist

Robert A. Delisle

Health Officer



Getting ready to administer injection to Mrs. Jean Gionet at home.



Mrs. Priscilla Gazey, R.N., rendering nursing care to Mr. Henry Valliene at home.



Jeannette Lozler, R.N. gives hearing test to Catholic East school children.

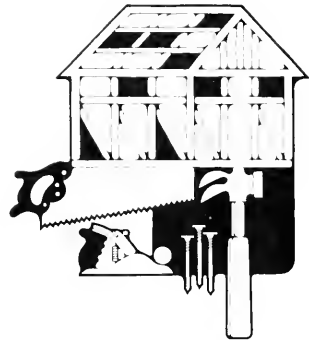
HOUSING INSPECTOR'S REPORT

JULY 1, 1979 - JUNE 30, 1980

| | |
|-----------------------------|-----|
| Moderate Rehab. | 6 |
| Subsidy Loans | 19 |
| Rooming House Permits | 24 |
| Inspections upon Complaints | 43 |
| Student Housing | 37 |
| Units Inspected | 230 |
| Violations found | 25 |
| Violations corrected | 24 |
| Condemnations released | 3 |
| Units condemned | 8 |
| Progress inspections | 25 |
| Rooming House Units | 109 |
| Structures inspected | 255 |

This report includes inspections conducted for the Berlin Housing Authority under the Section 8 Program and inspections for the Community Development Department in regards to home improvement and the upgrading of neighborhoods within defined areas in the City.

Norman G. Rollins
Housing Inspector



BUILDING INSPECTOR'S REPORT

JULY 1, 1979 - June 30, 1980

| PERMITS ISSUED | TYPE | ESTIMATED COST |
|-------------------|-------------------------|----------------|
| 11 | New Homes | \$434,200. |
| 29 | Garages & Carports | 101,500. |
| 122 | Residential Alterations | 322,130. |
| 13 | Residential Additions | 43,800. |
| 16 | Residential Demolitions | 4,700. |
| 4 | Commercial Buildings | 561,000. |
| 2 | Commercial Additions | 38,000. |
| 24 | Commercial Alterations | 1,532,398. |
| 4 | Commercial Demolitions | 14,000. |
| 3 | Industrial Alterations | -- |
| 8 | Industrial Buildings | 130,500. |
| 3 | Industrial Additions | 33,200. |
| 2 | Industrial Demolitions | -- |
| 5 | Swimming Pools | 24,850. |
| 20 | Signs | 21,846. |
| 36 | Siding | 172,204. |
| 13 | Plumbing | -- |
| 195 | Electrical | 328,342. |
| 7 | Use Permits | -- |
| 517 | Totals | \$3,762,670. |

This report excludes estimated cost of construction projects at Brown Company.

Fernand Villeneuve
Building Inspector

ZONING BOARD REPORT

| | |
|----------------------|----|
| Public Hearings held | 8 |
| Appeals filed | 16 |
| Variances granted | 12 |
| Variances denied | 4 |
| Appeal cancelled | 1 |

ZONING BOARD MEMBERS

Richard Poulin, Chairman
Ernest Guay, Secretary
John Scarinza
Harvey Blais
Denis Morin

ALTERNATE MEMBERS

Robert Boulanger
Ronald Goudreau
Roland Lamontagne

POLLUTION CONTROL DEPARTMENT REPORT

The Pollution Control Department was established in 1978. The department was created to administer and manage the operations of the treatment plant and its collection system; design, review, supervise and inspect construction projects; administrate a municipal building energy program; manage and operate the sewer billing program; prepare, index and file maps and construction drawings; and manage the sanitary landfill operations. Since its establishment, however, the department has mainly focused its attention on the coordination of the daily activities of the sewer project. Accomplishments in all these areas during the last year are listed below.

SEWER PROJECT

Contract One which involved the construction of the treatment plant was completed and turned over to the City on July 31, 1979. The first flow was received at the plant, thus signifying the beginning of a one week start-up operation, at the end of which the City took over complete operation of the plant.

Contract Two involves sewer line construction in the Ward Two area. All main line and house service work was completed this year. The overlay portion of the restoration program was also completed. The paving work which was performed on this contract represents a great deal of effort from the City Manager to resolve matters which have plagued this portion of the project since its start. The only remaining restoration items on this contract will be the reconstruction of sidewalks which have been damaged during construction. This work is scheduled to take place in the spring of 1981.

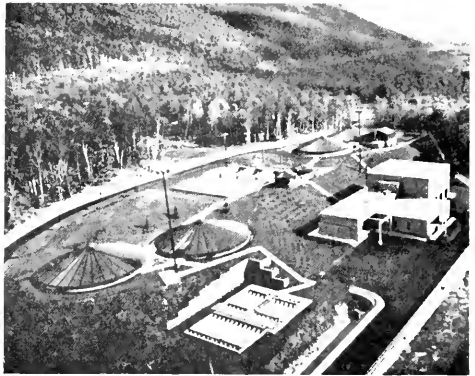
Contract Three, Five and Six includes Ward One and Three. All main line pipe work has been completed on these contracts. The contractors are presently working on completing the house service work. This work is expected to be complete by January of 1981. Beginning next spring we anticipate performing the clean-up work and overlay program. We plan to have these projects completed by fall of 1981.

Contract Four includes all of Ward Four. This contract has been delayed and is far behind schedule due to contract matters which are being resolved. Presently main line pipe is being installed and the contract is approximately 63% complete. We look to completing all pipe work next construction season and performing restoration work.

WASTEWATER TREATMENT PLANT

Start-up of the facility was on July 21 of 1979 with the City taking over full operation of the plant on July 28, 1979. The start-up of the facility went smoothly due to the foresight of the City fathers to hire a qualified Superintendent and personnel during the construction phase of this project. The plant met, and has exceeded, both its state and federal discharged permits within two weeks of start-up. The plant was officially dedicated in October of 1979. However, it has only averaged a 400,000 gallon per day flow for its first winter. As more pipeline work is completed, the flow has increased to over 1,000,000 gallons per day. The expected daily flow when the project is complete is 2,000,000 gallons per day.

The Start-Up Superintendent, Joel Goode, resigned from his position in August of 1980 and Tim LeVasseur, the Chief Operator was promoted to Superintendent. One maintenance position and two operators have been added to the plant's staff since start-up. An on-going training program has been offered to all personnel at the plant. As a result, Chuck McDowell, Rick Cantu, and Dennis Belleau have all completed certification for State Water Pollution Control Operators Grades 3, 2 and 1 respectively.



Waste Treatment Plant

ENERGY PROGRAM

The Pollution Control Department developed effective energy conservation programs for the municipal buildings. Energy consumption for all buildings was cut from 15%-25% during this year. The department applied for and received D.O.E. Grants to perform energy audits on selected municipal buildings. These reports recommend cost effective energy conservation measures which we will begin to implement in the next year.

SEWER BILLING

The City's first sewer bills were sent out in January of 1980. The sewer billing process is a result of cooperation between the Water Works Department and the Pollution Control Department. The Pollution Control Department spends a great deal of time preparing data for billings and coordinating these efforts.

The following is a summary of data for the 1979 year:

| Billing Date | Warrent | Number of Bills |
|--------------|--------------|-----------------|
| January | \$103,596.90 | 3565 |
| April | \$113,109.09 | 3490 |

| Average Bill Amount | Number of Abatement Requests |
|---------------------|------------------------------|
| \$29.05 | 225 |
| \$32.40 | 75 |

OTHER PROJECTS AND PROGRAMS

The Pollution Control Department coordinated and inspected the construction of the Main Street-Dead River Culvert, the extension of a sewer main on Charron Avenue, purchased a 4 Wheel Drive Dump/Snow Plow and Rotary Snow Remover for the Public Works Department, designed and installed a septic system for the Industrial Authority, and offers and conducts a training program for the Collection System Crew.

Acting City Engineer: Larry Wagner

BERLIN WATER WORKS

SUPERINTENDENT'S REPORT

Water consumption entering our distribution system from our two treatment facilities for year July 1, 1979 to June 30, 1980 was 1,303,480,700 gallons.

New six inch ductile iron cement lined pipe was installed to replace old two inch mains on Seventh Street and Hutchins (Napert Village) for 216 feet and 198 feet respectively.

Our maintenance crew repaired 68 broken street mains, 26 main valves, 21 service lines and curb stops, 81 hydrants, replaced 10 hydrants, repaired 81 meters, unplugged 398 meters, installed 45 new meters, cold patch and placed permanent pavement in 89 streets after repairs were performed, untwined 228 service connections and repaired 16 services and 21 mains broken due to sewer construction.

A new roof was constructed on the Forbush Avenue water storage tank. The perimeter wood wall was reinforced with rubber sheeling and plywood. Tank was completely drained and cleaned. A security fence was placed around the tank.

At Godfrey Dam, the existing wood baffle box was reconstructed to prevent floating material from clogging the line screens at the pipe inlet.

Replacement pumps for Cates Hill and Twelfth Street booster pumping stations were purchased and installed. Spare pump parts were ordered for Ramsey Hill, Second Avenue and Russian Hill booster pumping stations.

As a result of the March referendum, the practice of adding fluoride to our treated water ceased on March 4, 1980.

A water rate increase of 25 percent for water consumption and 20 percent for fire protection was voted by the Water Commissioners to become effective with July 1980 quarter billing. This increase did not allow for income to pay the March 1, 1980 interest payment of \$48,825.00 due on the Androscoggin treatment plant bonds. Payment was made by the City.

A new uniformed program of running water was started on December 19, 1979 and stopped on April 22, 1980. The program was successful and will be used again, if necessary.

A new meter maintenance program was developed and placed into operation.

With funding assistance from the City, a new booster pumping station was constructed on Upper Church Street to provide ample water to upper Hillside Avenue residents.

Our accounting system is being modified and developed to allow future computerization of the office records.

Sewer Contractors owe the Water Department a considerable amount of money for repairs to mains and services due to breaks caused by their construction and for other services requested.

Biological and chemical tests of our water supplies performed by the New Hampshire Water Supply and Pollution Control Commission indicated that our water sources are of the highest quality in the area.

The undersigned was retained by the Board of Water Commissioners on October 15, 1979. I wish to especially thank the Water Commissioners, Wayne Thompson, Catherine Pederson, as well as all other Water Works employees, and City Department Heads for their cooperation in providing information and assistance in making my job easier during the first few weeks of my employment.

The following served on the Board of Water Commission during the period of this report;

Romeo J. Theriault
Robert A. Gagliuso
Eli L. Isaacson
John D. Morton
Oliva A. Rousseau
Anthony B. Urban

Respectively submitted,

Albin D. Johnson, P.E.
Superintendent and Chief Engineer



Employees: Benoit Ouellette, Claude Morin, William Dussault, thawing frozen pipes.



Berlin Water Works Comptroller Catherine Pederson, Clerk Estelle Bell and Debbie Baillargeon.

PUBLIC WORKS REPORT

The Public Works Department purchased a new International 4 wheel drive truck with wing and plow.

Spring and Fall clean-up weeks produced 157 calls.

The department installed chain link fence on both sides of the Bridge Street Bridge for pedestrian safety. also at the Riverside Drive entrance, curbing, grass and walkway was installed.

Seventy-three (73) catch basins were repaired or rebuilt, and twenty-two (22) new manholes were installed

243 lineal feet of drain lines were installed

212 lineal feet of sewer lines were installed.

Salt usage was at an all time low-- 1,996 tons.

Sand for winter use, 430 tons.

The inside of the Public Works Garage was painted to help on the lighting.

Energy temperature controls were set at minimum. Windows covered with plastic, lights turned off when not needed.

The city purchased 1002 tons of Hot Top and Cold Patch.

Public Works crews laid 1200 lineal feet of curbing throughout the city

Maurice Wheeler,
Director



Sanitation crew at work.



Public Works crew repairing surface water drain on Denmark Street



BERLIN HOUSING AUTHORITY REPORT

MODERATE REHABILITATION

Within four months of financially settling and closing out the Cole Street Urban Renewal Project, the Authority made application to HUD for the total number of Moderate Rehabilitation (MR) housing units allocated to non-metropolitan New Hampshire communities in fiscal year 1979. This application for 49 units was approved and the Authority currently is completing the preparatory work needed to carry out the newest of HUD's assisted housing programs. Implementation of the Section 8 MR program is expected to begin by May of 1980 and will be accomplished with the assistance and cooperation of the City's Community Development and Health Departments. Up to 18 months may be required to rehabilitate and place all 49 MR units under contract.

The MR program will be similar to the Existing Housing (EH) program currently being administered by the Authority that both Section 8 programs are designed to provide rental assistance to income-eligible families and elderly households through utilization of the community's existing housing stock. The MR program, however, is designed to achieve a greater amount of housing rehabilitation than normally is realized under the EH program and only those units which require a rehabilitation expenditure of at least \$1,000 will be brought into the MR program. In return for his/her housing rehabilitation investment, an owner who leases to an income-eligible family and maintains his/her property in a decent, safe and sanitary manner, will receive a rent which may be as much as twenty percent higher than the EH Fair Market Rents.

ASSISTED HOUSING NOTES

With the addition of the MR allocation, the number of units in the Authority's assisted housing program has more than quadrupled in the past five years and now totals 230 units. Of these, 55 are traditional public housing units (units owned, managed and maintained by the Authority), 126 are Section 8 EH units and 49 are Section 8 MR units. All 55 public housing units are for the low-income elderly. Of the 175 Section 8 units, 94 are designated for occupancy by lower-income, non-elderly families and 81 are set aside for elderly households.

There will be a modest increase in the size of Berlin's EH program during 1980 with the result that by summer the number of EH units in the City will total 132.

During 1979, the City Health Department inspected 146 housing units and found that 24 of them did not meet the EH program's quality standards. Needed repairs were made by the owners of all but one of the 24 units.

The average housing assistance payment made monthly to private landlords on behalf of lower-income households participating in Berlin's EH program is \$111. (A housing assistance payment represents the difference between the gross rent being charged for a dwelling unit and that portion of the rent which an assisted family is required to pay.)

On the average, the Authority pays 57% of the total shelter costs of those households participating in the EH program and, at present, is making housing assistance payments to private owners at an annual rate of some \$168,000.

Robert Morin, Chairman
Clarence Welch, V. Chairman
Romeo Blouin, Treasurer
Albert Drouin, Asst. Treasurer
Romeo Boulanger, Commissioner
Donald Mangine, Director



PUBLIC HOUSING/SECTION 8 BALANCE SHEET (AS OF DECEMBER 31, 1979)

ASSETS

| | | |
|---|----------|--------------------|
| CASH | | |
| General Fund | \$14,037 | |
| Petty Cash | \$100 | \$14,137 |
| ACCOUNTS RECEIVABLE | | \$98 |
| ADVANCES - REVOLVING FUND | | 1,982 |
| INVESTMENTS | | |
| General Fund | | \$25,225 |
| Security Deposits Fund | | \$3,541 |
| DEBT AMORTIZATION FUNDS | | |
| HUD Annual Contributions | | |
| Receivable | | \$86,005 |
| DEFERRED CHARGES | | |
| Prepaid Insurance | | \$2,479 |
| LAND, STRUCTURES & EQUIPMENT | | \$1,292,725 |
| TOTAL ASSETS | | <u>\$1,426,192</u> |

LIABILITIES AND CAPITAL

| | | |
|---|-----------|--------------------|
| LIABILITIES | | |
| Accounts Payable | | \$3,523 |
| Notes Payable | | \$1,074,000 |
| Accrued Interest Payable | | \$50,784 |
| Payments in Lieu of Taxes | | \$174 |
| Prepaid Rents | | \$621 |
| TOTAL LIABILITIES | | <u>\$1,129,102</u> |
| CAPITAL | | |
| Operating Reserves | \$40,087 | |
| Cumulative HUD Annual Contributions (net) | \$257,003 | |
| TOTAL CAPITAL | | <u>\$297,090</u> |
| TOTAL LIABILITIES AND CAPITAL | | <u>\$1,426,192</u> |

Honorable Mayor, City Council and City Manager
City of Berlin, New Hampshire

We have examined the financial statements of the various funds and the general long-term debt group of accounts of the City of Berlin, New Hampshire for the year ended June 30, 1980, presented on pages 25 to 40. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The financial statements of the Cemetery Trust Funds were not examined by us, or other certified public accountants, and are not included in the accompanying financial report. The financial statements of the Berlin Water Works are examined and reported upon separately by other certified public accountants and, accordingly, are not included in the accompanying financial report. The City has not maintained records of its general fixed assets and, accordingly, a statement of general fixed assets, required by generally accepted accounting principles, is not included in the accompanying financial report.

Budgetary control over certain grants accounted for in the Special Revenue Funds is maintained on the basis of the fiscal periods of the grants. Accordingly, a Statement of Revenues, Expenditures and Encumbrances for those Special Revenue Funds for the year ended June 30, 1980 with budgetary comparisons is not presented as required by generally accepted accounting principles.

In our opinion, except for the effects of the matters discussed in the two preceding paragraphs and the effects of the change in accounting for encumbrances, with which we concur, the financial statements of the various funds and the long-term debt account group of the City of Berlin, New Hampshire referred to in the first paragraph present fairly the financial position of those funds at June 30, 1980 and the results of operations of such funds and the changes in financial position of the Industrial Development and Park Authority and Sewer Fund for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year after giving retroactive effect to the change, with which we concur, in the method of accounting for encumbrances outstanding as described in Note 11 to the financial statements.

Portland, Maine
September 5, 1980

Coopers & Lybrand

CITY OF BERLIN, NEW HAMPSHIRE
ALL FUND TYPES AND GENERAL LONG-TERM DEBT ACCOUNT GROUP
BALANCE SHEETS
June 30, 1980

| | Governmental Fund Types | | | Proprietary Fund Type | | Account Group |
|--|-------------------------|-----------------------|-------------------|-----------------------|----------------|---------------|
| | General Fund | Special Revenue Funds | Debt Service Fund | Enterprise Funds | Long Term Debt | |
| Assets: | | | | | | |
| Cash | \$ 81,285 | | | | | |
| Certificates of deposit | 3,015,251 | | \$ 782,017 | | | |
| Taxes receivable - delinquent | 365,140 | | | | | |
| Taxes receivable - current | 46,740 | | | | | |
| Accounts receivable | 162,649 | | | | | |
| Unbilled receivable | | | | | | |
| Allowance for estimated uncollectibles | (46,048) | | | \$ 34,307 | | |
| Due from federal and state governments | | | | 106,145 | | |
| Mortgage note receivable (Note 6) | | \$207,283 | | (2,600) | | |
| Net investment in direct financing lease (Note 6) | | | | 6,667 | | |
| Due from other funds | 99,093 | 195,448 | \$20,425 | 11,467 | | |
| Due from water department | 48,825 | | | | | |
| Prepaid expense | 47,721 | | | | | |
| Inventory (Note 7) | | | | | | |
| | | | | 20,610 | | |
| Total current assets | | | | 176,681 | | |
| Investment property (Note 6) | | | | | | |
| Mortgage note receivable (Note 6) | | | | 441,414 | | |
| Net investment in direct financing lease (Note 6) | | | | 1,666 | | |
| Wastewater treatment facility (Note 7) | | | | 607,424 | | |
| Less: Accumulated depreciation | | | | 20,508,724 | | |
| | | | | (410,174) | | |
| Amounts available in Debt Service Funds | | | | | | \$ 20,425 |
| Amounts to be provided for Retirement of General Long-Term Debt by: | | | | | | |
| City | | | | | | |
| State | | | | | | |
| Total assets and amounts available and to be provided for retirement of general long-term debt | \$1,820,666 | \$402,731 | \$20,425 | \$21,325,735 | | \$ 9,370,000 |

The accompanying notes are an integral part of the financial statements.

CITY OF BERLIN, NEW HAMPSHIRE
ALL FUND TYPES AND GENERAL LONG-TERM DEBT ACCOUNT GROUP

BALANCE SHEETS

June 30, 1980

| | Governmental Fund Types | | | Proprietary Fund Type | | Account Group |
|---|-------------------------|-----------------------|-------------------|-----------------------|----------------|--------------------|
| | General Fund | Special Revenue Funds | Debt Service Fund | Enterprise Funds | Long-Term Debt | |
| Liabilities: | | | | | | |
| Federal aid anticipation notes payable (Note 9) | \$ 31,657 | \$ 69,648 | | | | |
| Accounts payable | | | | \$ 9,563 | | |
| Retainage payable | 73,410 | | | | | |
| Deferred revenue | | | | | | |
| Current portion of notes payable | 251,423 | | | 6,500 | | |
| Outstanding warrants | 54,013 | | | 12,000 | | |
| Taxes collected in advance | 2,052,125 | 16,595 | | 82,404 | | |
| Due to other funds | | | | | | |
| Total current liabilities | | | | <u>110,561</u> | | |
| Notes payable | | | | 342,750 | | \$9,370,000 |
| General long-term debt payable (Note 10) | | | | | | 9,776,000 |
| Total liabilities | <u>2,463,659</u> | <u>86,243</u> | | <u>555,311</u> | | |
| Fund Equity: | | | | | | |
| Contributed capital | | | | | | |
| Retained earnings | | | | | | |
| Fund balances: | | | | | | |
| Reserved for encumbrances | 97,630 | 133 | | | | |
| Reserved for appropriations carried forward | 217,837 | 166,869 | | | | |
| Reserved for subsequent years' expenditures (Note 12) | 691,831 | | | 135,000 | | |
| Unreserved: | | | | | | |
| Designated for debt service | | | \$20,425 | | | |
| Designated for capital projects | 150,700 | 149,486 | | 588,675 | | |
| Undesignated | | | | | | |
| Total liabilities and fund equity | <u>1,358,007</u> | <u>316,488</u> | <u>20,425</u> | <u>21,072,424</u> | | |
| | <u>\$5,820,666</u> | <u>\$402,731</u> | <u>\$20,425</u> | <u>\$21,325,735</u> | | <u>\$9,370,000</u> |

The accompanying notes are an integral part of the financial statements.

CITY OF BERLIN, NEW HAMPSHIRE

ALL GOVERNMENTAL FUND TYPES

STATEMENTS OF REVENUES, EXPENDITURES, OPERATING TRANSFERS
AND CHANGES IN FUND EQUITY

for the year ended June 30, 1980

| | <u>General Fund</u> | <u>Special</u> | <u>Debt Service</u> | <u>Capital</u> |
|---------------------------------------|---------------------|----------------------|---------------------|-----------------------|
| | <u>(Note 3)</u> | <u>Revenue Funds</u> | <u>Fund</u> | <u>Projects Funds</u> |
| Revenues: | | | | |
| Local: | | | | |
| Property taxes | \$4,712,122 | | | |
| Resident taxes | 75,050 | | | |
| Other taxes | 25,878 | | | |
| Licenses, permits and fees | 250,269 | | | |
| Charges for services | 75,123 | \$ 171,956 | | |
| Interest income | 641,128 | 8,226 | | |
| Fines and forfeits | 17,362 | | | |
| Other revenues | <u>11,232</u> | | | |
| Total local | 5,808,164 | 180,182 | | |
| State shared revenues and grants | 2,168,630 | 292,538 | \$395,551 | \$ 87,327 |
| Federal: | | | | |
| EPA grants | | | | 3,789,210 |
| EDA grants | | | | <u>508,281</u> |
| Other federal entitlements and grants | | <u>1,107,680</u> | | |
| Total revenues | <u>7,976,794</u> | <u>1,580,400</u> | <u>395,551</u> | <u>4,384,818</u> |

CITY OF BERLIN, NEW HAMPSHIRE

ALL GOVERNMENTAL FUND TYPES

STATEMENTS OF REVENUES, EXPENDITURES, OPERATING TRANSFERS
AND CHANGES IN FUND EQUITY, Continued

| | General Fund (Note 3) | Special Revenue Funds | Debt Service Fund | Capital Projects Funds |
|---|--------------------------|--------------------------|----------------------|---------------------------|
| Expenditures: | | | | |
| Current: | | | | |
| General government | \$1,515,217 | \$ 101,086 | | |
| Public safety | 1,123,868 | 278,990 | | |
| Highways and streets | 1,044,274 | 130,020 | | |
| Health | 107,907 | 78,809 | | |
| Welfare | 154,765 | 19,842 | | |
| Culture and recreation | 194,378 | 13,773 | | |
| School department | 3,392,745 | 688,494 | | |
| Debt Service: | | | | |
| Redemption of serial bonds | | | \$ 755,000 | |
| Interest on serial bonds | | | 540,275 | |
| Interest on federal aid anticipation notes | | | | |
| Capital outlays | | 66,831 | | \$ 174,509 |
| | <u>7,533,154</u> | <u>1,377,845</u> | <u>1,295,275</u> | <u>5,673,573</u> |
| Total expenditures | | | | <u>5,848,082</u> |
| Excess (deficiency) of revenues over expenditures | <u>443,640</u> | <u>202,555</u> | <u>(899,724)</u> | <u>(1,463,284)</u> |
| Operating transfers: | | | | |
| Transfers in | 8,762 | 1,728 | 723,614 | 135,579 |
| Transfers out | (618,775) | (135,579) | 174,975 | |
| Transfer from Berlin Water Works | | | | |
| Total operating transfers | <u>(610,011)</u> | <u>(133,851)</u> | <u>898,589</u> | <u>135,579</u> |
| Excess (deficiency) of revenues over expenditures and operating transfers | <u>(166,371)</u> | <u>68,704</u> | <u>(1,135)</u> | <u>(1,327,685)</u> |
| Fund equities, beginning of year, as previously reported | 1,390,079 | 307,937 | 21,560 | 2,083,035 |
| Restatements (Note 11) | <u>145,351</u> | <u>4,847</u> | | |
| As restated | <u>1,535,430</u> | <u>312,784</u> | | |
| Equity transfers in (out) | <u>(11,052)</u> | <u>(65,000)</u> | | |
| Fund equities, end of year | <u>\$1,558,007</u> | <u>\$ 316,488</u> | <u>\$ 20,425</u> | <u>\$ 723,675</u> |

The accompanying notes are an integral part of the financial statements.

CITY OF BERLIN, NEW HAMPSHIRE

GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES, TRANSFERS AND ENCUMBRANCES
BUDGET AND ACTUAL

for the year ended June 30, 1980

| | Budget (Note 3) | Actual (Under) | Actual Over (Under) | Budget (Note 3) | Actual (Under) | Actual Over (Under) |
|---|--------------------|-------------------|---------------------------|--------------------|-------------------|---------------------------|
| Revenues: | | | | | | |
| Taxes: | | | | | | |
| Property tax | \$4,712,122 | \$4,712,122 | | \$ | \$ | \$ |
| Resident tax | 75,050 | 75,050 | | 1,350 | 1,350 | (750) |
| Other taxes | 4,711 | 4,711 | | 35,000 | 35,000 | 13,926 |
| | | | | 20,700 | 21,294 | 594 |
| | | | | 500 | 4,118 | 3,618 |
| | 4,791,883 | 4,791,883 | | 58,250 | 75,691 | 17,441 |
| | | | | 22,000 | 17,362 | (4,638) |
| licenses, permits and fees: | | | | | | |
| Vehicle permits | 235,000 | 217,167 | \$ 2,167 | | | |
| City clerk fees | 2,000 | 2,000 | 1,005 | | | |
| Dog licenses | 2,000 | 2,037 | 1,037 | | | |
| Boat licenses | 1,500 | 1,500 | (500) | | | |
| Junk licenses | 100 | 80 | (20) | | | |
| Boat licenses | 12,667 | 3,920 | (8,747) | | | |
| Restaurant licenses | 200 | 200 | - | | | |
| | 259,967 | 253,909 | (6,058) | | | |
| | | | | | | |
| Intergovernmental revenue: | | | | | | |
| Business profits tax | 1,222,793 | 1,222,793 | - | | | |
| Rooms and meals tax | 162,147 | 162,147 | - | | | |
| Interest and dividends tax | 111,176 | 107,176 | 4,000 | | | |
| Savings bank tax | 46,500 | 46,500 | - | | | |
| Rolling mill tax | 11,454 | 11,454 | - | | | |
| National forest land tax | 29,743 | 22,100 | (7,643) | | | |
| School department subsidies | 338,079 | 411,692 | 73,613 | | | |
| School grants - federal and state | 335,918 | 323,553 | (12,365) | | | |
| School - cafeterias | 347,278 | 300,818 | (46,460) | | | |
| Debt service subsidy | 79,447 | 79,447 | - | | | |
| Highway department subsidy | 96,338 | 100,798 | 4,460 | | | |
| Welfare department state funds | 750 | 216 | (534) | | | |
| Waste water - state - bond | 395,551 | 395,551 | - | | | |
| | 3,173,777 | 3,184,848 | 11,071 | | | |
| | | | | | | |
| Charges for services: | | | | | | |
| Cemetery trusts | | | | | | |
| Health department | | | | | | |
| Public works department | | | | | | |
| Fire department | | | | | | |
| | | | | | | |
| District court fines and forfeits | | | | | | |
| Other: | | | | | | |
| General revenue sharing | | | | | | |
| Interest on delinquent taxes | | | | | | |
| Uncommitted taxes | | | | | | |
| Parks and recreation concessions | | | | | | |
| EDA - Schools | | | | | | |
| Other | | | | | | |
| | | | | | | |
| Total revenues | 9,191,452 | 9,394,769 | 203,317 | | | |
| Transfers from other funds: | | | | | | |
| City's share of vocational funds | | | | | | |
| Industrial Development Fund | | | | | | |
| Park Authority Fund | | | | | | |
| Sewer use revenue | | | | | | |
| Schools' capital improvements | | | | | | |
| Total transfers from other funds | | | | | | |
| Total revenues and transfers from other funds | 9,398,021 | \$9,601,338 | \$203,317 | | | |
| Transfer from fund balance | 1,054,082 | \$10,152,103 | | | | |

Cont Inued

CITY OF BERLIN, NEW HAMPSHIRE

GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES, TRANSFERS AND ENCUMBRANCES -
BUDGET AND ACTUAL, Continued

| | Budget (Note 3) | Actual (Note 3) | Encumbrances | Actual and Encumbrances Over (Under) |
|----------------------------------|--------------------|--------------------|--------------|--|
| Expenditures and encumbrances: | | | | |
| General government: | | | | |
| City manager | \$ 41,700 | \$ 41,568 | | \$ (132) |
| Mayor and city council | 25,100 | 23,263 | | (1,837) |
| Finance department | 47,506 | 47,451 | | (55) |
| City clerk | 41,560 | 38,843 | | (2,717) |
| City treasurer | 1,850 | 1,850 | | - |
| Tax collector | 28,822 | 30,077 | | 255 |
| Assessors | 21,760 | 20,386 | \$ 147 | (1,227) |
| Legal | 12,500 | 8,089 | | (3,811) |
| Elections | 7,550 | 6,450 | | (1,100) |
| City hall and other buildings | 46,806 | 46,450 | | (356) |
| District court | 15,919 | 18,902 | | 2,983 |
| Community development | 31,076 | 27,056 | | (4,020) |
| Insurance | 294,667 | 318,645 | | 23,978 |
| County tax | 575,976 | 575,976 | | - |
| Interest on short-term borrowing | 1,000 | 117,439 | | (1,000) |
| Discounts and abatements | 205,977 | 209,255 | | (88,538) |
| Miscellaneous personnel costs | 231,498 | 110,000 | | (22,243) |
| Revaluation | 110,000 | 110,000 | | - |
| Contingent | 55,000 | 60,389 | | 5,389 |
| Central services | 6,731 | 4,795 | | (1,936) |
| Sundry | 23,800 | 22,095 | | (1,705) |
| | <u>1,627,798</u> | <u>1,529,579</u> | <u>147</u> | <u>(98,072)</u> |
| Public safety: | | | | |
| Police department | 624,636 | 637,029 | 975 | 13,368 |
| Fire department | 587,090 | 590,500 | 569 | 3,979 |
| Civil defense | 2,925 | 2,314 | | (611) |
| Street lighting | 94,500 | 94,219 | | (281) |
| Ambulance | 62,000 | 60,000 | | (2,000) |
| | <u>1,371,151</u> | <u>1,384,062</u> | <u>1,544</u> | <u>14,455</u> |
| Highways and streets: | | | | |
| Public works department | 1,023,682 | 829,674 | 5,958 | (188,050) |
| Capital improvements | 448,233 | 293,488 | | (154,745) |
| Town road improvement | 10,245 | 10,244 | | (1) |
| Airport | 18,720 | 18,720 | | - |
| Pollution control | 124,280 | 107,727 | 3,093 | (13,460) |
| | <u>1,625,160</u> | <u>1,259,853</u> | <u>9,051</u> | <u>(356,256)</u> |

CITY OF BERLIN, NEW HAMPSHIRE

GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES, TRANSFERS AND ENCUMBRANCES
BUDGET AND ACTUAL, Continued

| | Budget (Note 3) | Actual (Note 3) | Encumbrances | Actual and Encumbrances Over (Under) |
|---|---------------------|--------------------|-----------------|--|
| Expenditures and encumbrances, continued: | | | | |
| Health | \$ 120,605 | \$ 106,275 | \$ 305 | \$ (14,025) |
| Welfare | <u>136,881</u> | <u>140,131</u> | | <u>3,250</u> |
| Culture and recreation: | | | | |
| Recreation and parks | 135,984 | 135,973 | 2,308 | 2,297 |
| Library | <u>62,909</u> | <u>60,662</u> | | <u>(2,247)</u> |
| | 198,893 | <u>196,635</u> | <u>2,308</u> | <u>50</u> |
| Education: | | | | |
| School department | <u>4,251,315</u> | <u>4,108,459</u> | <u>84,284</u> | <u>(58,572)</u> |
| Total expenditures and encumbrances | <u>9,331,803</u> | <u>8,724,994</u> | <u>97,639</u> | <u>(509,170)</u> |
| Transfers to other funds: | | | | |
| Debt Service Fund: | | | | |
| Serial bonds | 680,000 | 680,000 | | - |
| Bond interest | <u>440,300</u> | <u>439,165</u> | | <u>(1,135)</u> |
| Total transfers to other funds | <u>1,120,300</u> | <u>1,119,165</u> | | <u>(1,135)</u> |
| Total expenditures, encumbrances and transfers to other funds | <u>\$10,452,103</u> | <u>9,844,159</u> | <u>\$97,639</u> | <u>\$ (510,305)</u> |
| Excess of expenditures and transfers over revenues and transfers | | <u>\$ 242,821</u> | | |

The accompanying notes are an integral part of the financial statements.

CITY OF BERLIN, NEW HAMPSHIRE

ENTERPRISE FUNDS

BALANCE SHEETS

June 30, 1980

CITY OF BERLIN, NEW HAMPSHIRE

GENERAL REVENUE SHARING FUND

STATEMENT OF REVENUES AND EXPENDITURES -
BUDGET, ENCUMBRANCES AND ACTUAL

for the year ended June 30, 1980

| ASSETS | Industrial Development and Park Authority | Sewer Fund | Total | Budget | Expenditures | Encumbrances | Actual Over (Under) |
|-----------------------------------|--|---------------|--------------|-----------|--------------|--------------|---------------------------|
| | | | | | | | |
| Accounts receivable | \$ 49 | \$ 34,348 | \$ 34,397 | \$140,000 | \$140,000 | | |
| Allowance for estimated | | (2,600) | (2,600) | | | | |
| uncollectibles | | 106,145 | 106,145 | | | | |
| Mortgage note receivable (Note 6) | 6,667 | | 6,667 | | | | |
| Net investment in direct | | | | | | | |
| financing lease (Note 6) | 11,462 | | 11,462 | | | | |
| Inventory (Note 7) | | 20,610 | 20,610 | | | | |
| Total current assets | 19,178 | 158,503 | 176,681 | | | | |
| Investment property (Note 6) | 441,414 | | 441,414 | 130,000 | 130,000 | | |
| Mortgage note receivable (Note 6) | 1,666 | | 1,666 | 140,000 | 108,978 | | |
| Net investment in direct | | | | | | | |
| financing lease (Note 6) | 607,424 | | 607,424 | | | | |
| Waste water treatment | | | | | | | |
| facility (Note 7) | | 20,508,724 | 20,508,724 | | | | |
| Less accumulated depreciation | | (410,174) | (410,174) | | | | |
| Total assets | 1,050,504 | 20,098,550 | 21,149,054 | \$410,000 | \$378,978 | | \$ (31,022) |
| | \$1,068,682 | \$20,257,053 | \$21,325,735 | | | | \$ (31,022) |
| LIABILITIES AND RETAINED EARNINGS | | | | | | | |
| Accounts payable | | 9,563 | 9,563 | | | | |
| Other liabilities and accrued | | | | | | | |
| expenses | 12,000 | | 12,000 | | | | |
| Current portion of notes payable | 6,500 | | 6,500 | | | | |
| Due to General Fund | 48,500 | 33,598 | 82,098 | | | | |
| Total current liabilities | 67,400 | 43,161 | 110,561 | | | | |
| Notes payable | 142,750 | | 142,750 | | | | |
| Total liabilities | 210,150 | 43,161 | 253,311 | | | | |
| Fund equity: | | | | | | | |
| Contributed capital: | | 19,968,724 | 19,968,724 | | | | |
| Capital grants | | (399,374) | (399,374) | | | | |
| Less amortization | | | | | | | |
| City's contributions | 877,012 | 19,569,350 | 19,569,350 | | | | |
| Retained earnings (accumulated | | 530,081 | 1,407,093 | | | | |
| deficit) | 877,012 | 20,099,431 | 20,976,443 | | | | |
| Total fund equity | 858,532 | 114,461 | 95,981 | | | | |
| Total liabilities and | | 20,213,892 | 21,072,424 | | | | |
| fund equity | \$1,068,682 | \$20,257,053 | \$21,325,735 | | | | |

Amounts above are included in the General Fund Statement of Sources and Uses of Financial Resources - Budget, Encumbrances and Actual on pages 7-10 of this financial report.

The accompanying notes are an integral part of the financial statements.

The accompanying notes are an integral part of the financial statements.

CITY OF BERLIN, NEW HAMPSHIRE
INDUSTRIAL DEVELOPMENT AND PARK AUTHORITY
STATEMENT OF NET COST TO CARRY PROPERTIES
AND ACCUMULATED DEFICIT

for the year ended June 30, 1980

| | |
|--|---------------------------|
| Expenses: | |
| Interest on general obligation bonds | \$ 32,700 |
| Interest on long-term borrowing | 4,851 |
| Utilities | 4,472 |
| Other | 10,413 |
| Total carrying cost | <u>52,436</u> |
| Revenue: | |
| Payments in lieu of taxes | 8,762 |
| Rent | 6,938 |
| Interest on mortgage receivable | 875 |
| Interest on net investment in direct financing lease | 26,857 |
| | <u>43,432</u> |
| Operating transfer out | 8,762 |
| Net cost to carry properties | <u>(17,766)</u> |
| Accumulated deficit, beginning of year | (714) |
| Accumulated deficit, end of year | <u><u>\$ (18,480)</u></u> |

The accompanying notes are an integral part of the financial statements.

CITY OF BERLIN, NEW HAMPSHIRE
INDUSTRIAL DEVELOPMENT AND PARK AUTHORITY
STATEMENT OF CHANGES IN FINANCIAL POSITION

for the year ended June 30, 1980

| | |
|--|---------------------------|
| Uses of financial resources: | |
| For operations: | |
| Net cost to carry properties | \$ 17,766 |
| Repayment of proceeds from general obligation bonds contributed as capital | 15,000 |
| Increase in net investment in direct financing lease | 627,129 |
| Additions to investment property | 226,635 |
| Reduction of long-term debt | <u>9,750</u> |
| | <u>\$896,280</u> |
| Sources of financial resources: | |
| Reduction in investment property | 627,129 |
| Contributions to capital in aid of construction | 72,710 |
| Decrease in mortgage note receivable | 6,667 |
| Decrease in net investment in direct financing lease | 19,706 |
| Proceeds from long-term debt | 152,500 |
| Decrease in working capital | <u>17,569</u> |
| | <u>\$896,280</u> |
| Changes in elements of working capital: | |
| Increase (decrease) in current assets: | (38) |
| Accounts receivable | 11,453 |
| Current portion of net investment direct financing lease | <u>11,425</u> |
| Increase (decrease) in current liabilities: | |
| Other liabilities | 3,600 |
| Current portion of long-term debt | 6,500 |
| Due to general fund | <u>18,893</u> |
| Decrease in working capital | <u>28,993</u> |
| | <u><u>\$ (17,568)</u></u> |

The accompanying notes are an integral part of the financial statements.

CITY OF BERLIN, NEW HAMPSHIRE
SEWER FUND

STATEMENT OF CHANGES IN FINANCIAL POSITION
for the year ended June 30, 1980

| | |
|---|--------------|
| Uses of financial resources: | |
| For operations: | |
| Net loss | \$ 392,640 |
| Loss expenses not requiring working capital | |
| in the current period-depreciation | (410,174) |
| | (17,534) |
| Payment from capital-general obligation bonds | 30,529 |
| Addition to wastewater treatment facility | 20,508,724 |
| Increase in working capital | 115,312 |
| Total sources of financial resources | \$20,637,061 |
| Sources of financial resources: | |
| Contributions to capital in aid of construction | 20,529,334 |
| Equity transfer | 107,727 |
| | \$20,637,061 |
| Changes in elements of working capital: | |
| Increase (decrease) in current assets: | |
| Accounts receivable, net | 31,718 |
| Unbilled revenue | 106,115 |
| Inventory | 20,610 |
| | 158,443 |
| Increase (decrease) in current liabilities: | |
| Accounts payable | 9,565 |
| Due to general fund | 33,539 |
| | 43,104 |
| Increase in working capital | \$ 115,312 |

CITY OF BERLIN, NEW HAMPSHIRE
SEWER FUND

STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN RETAINED EARNINGS

for the year ended June 30, 1980

| | |
|---|-----------|
| Revenue: | |
| User charges | \$322,940 |
| Expenses: | |
| Depreciation | 410,174 |
| Salaries and wages | 170,764 |
| Materials | 19,149 |
| Treatment supplies | 4,348 |
| Utilities | 50,220 |
| Accounting and collections | 14,948 |
| Other | 13,537 |
| | 683,140 |
| Operating loss | 360,200 |
| Nonoperating expense: | |
| Interest expense - general obligation bonds | 32,440 |
| | 392,640 |
| Net loss | |
| Add depreciation on fixed assets acquired by grants, endowment, and shared revenues externally restricted for capital acquisition and construction that reduces contributed capital | 399,374 |
| Increase in retained earnings | 6,734 |
| Retained earnings, beginning of year | - |
| Equity transfer in | 107,727 |
| Retained earnings, end of year | \$114,461 |

The accompanying notes are an integral part of the financial statements.

CITY OF BERLIN, NEW HAMPSHIRE
STATEMENT OF CHANGES IN GENERAL LONG-TERM DEBT PAYABLE AND INTEREST
June 30, 1980

| | Original Issue | Int. Rate % | Maturity Date | Balance, June 1, 1979 | Principal | | Principal Payments | | Interest | |
|--|---------------------|-------------------|------------------|-----------------------------|---|-----------------------|--------------------|----------------------------|---|------------------------------------|
| | | | | | Principal Balance, June 30, 1980 | Principal Payments | Due 1981 | Due Subsequent Years | Paid July 1, 1979 to June 30, 1980 | Due 1981 Subsequent Years |
| General Obligation Serial Bonds | | | | | | | | | | |
| School Bonds Outstanding: | | | | | | | | | | |
| School building - 1971 | \$ 2,250,000 | 4.8 | 1990 | \$ 1,375,000 | \$125,000 | \$125,000 | \$125,000 | \$1,125,000 | \$ 63,000 | \$ 57,000 |
| School building - 1971 | 950,000 | 5.7 | 1990 | 600,000 | 550,000 | 50,000 | 50,000 | 500,000 | 32,775 | 29,925 |
| School building - 1974 | 175,000 | 6.6 | 1979 | 35,000 | 35,000 | | | | 1,155 | |
| | <u>3,375,000</u> | | | <u>2,010,000</u> | <u>210,000</u> | <u>1,800,000</u> | <u>175,000</u> | <u>1,625,000</u> | <u>96,930</u> | <u>86,925</u> |
| | | | | | | | | | | <u>397,500</u> |
| Public Improvements Bonds | | | | | | | | | | |
| Outstanding: | | | | | | | | | | |
| Public improvements - 1966 | 300,000 | 4.0 | 1986 | 105,000 | 90,000 | 15,000 | 15,000 | 75,000 | 4,200 | 3,600 |
| Public improvements - 1972 | 100,000 | 4.75 | 1982 | 30,000 | 20,000 | 10,000 | 10,000 | 10,000 | 1,425 | 950 |
| | <u>400,000</u> | | | <u>135,000</u> | <u>25,000</u> | <u>110,000</u> | <u>25,000</u> | <u>85,000</u> | <u>5,625</u> | <u>4,550</u> |
| | | | | | | | | | | <u>9,475</u> |
| Fiscal year change bonds - 1976 | 2,000,000 | 5.375 | 1986 | 1,600,000 | 200,000 | 200,000 | 200,000 | 1,200,000 | 80,625 | 69,875 |
| Wastewater treatment facility Bond - 1978 | 4,540,000 | 5.2 | 1998 | 4,310,000 | 230,000 | 4,080,000 | 230,000 | 3,850,000 | 224,120 | 212,160 |
| Industrial park building - 1974 | 450,000 | 8.0 | 1995 | 420,000 | 15,000 | 405,000 | 15,000 | 390,000 | 33,000 | 31,800 |
| | | | | | | | | | | <u>276,800</u> |
| Water filtration plant bonds - 1976 | 1,770,000 | 6.2 | 1995 | 1,650,000 | 75,000 | 1,575,000 | 75,000 | 1,500,000 | 99,975 | 95,325 |
| | <u>\$12,535,000</u> | | | <u>\$10,125,000</u> | <u>\$755,000</u> | <u>\$9,370,000</u> | <u>\$720,000</u> | <u>\$8,650,000</u> | <u>\$540,275</u> | <u>\$500,635</u> |
| | | | | | | | | | | <u>\$3,360,775</u> |

accompanying notes are an integral part of the financial statements.

CITY OF BERLIN, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS,

1. Summary of Significant Accounting Policies:

A summary of significant accounting policies employed in preparation of the financial statements follows:

Fund Accounting

Financial activities are recorded in the individual funds and the account group described below, each of which is deemed to be a separate accounting entity. A statement of general fixed assets as of June 30, 1980 is not presented as records of their cost are not maintained.

General Fund

Transactions related to resources obtained and used for delivery of those services traditionally provided by a municipal government, which are not accounted for in other funds, are accounted for in the General Fund. These services include, among other things, general government, public safety, highways and streets, health, welfare, culture, recreation and schools.

Special Revenue Funds

Transactions related to resources obtained and used under certain federal and state grants and entitlements and from other sources, upon which restrictions are imposed, are accounted for in Special Revenue Funds. Examples of funds included are the Community Development Block Grants, General Revenue Sharing, Antirecession Fiscal Assistance and Comprehensive Employment and Training Act funds.

Debt Service Fund

Transactions related to resources obtained and used for the payment of interest and principal on general long-term debt are accounted for in Debt Service Funds.

Capital Projects Funds

Transactions related to resources obtained and used for the acquisition, construction or improvement of major capital facilities are accounted for in Capital Projects Funds. Such resources are derived principally from proceeds of general obligation bond issues and from federal and state grants. Included at June 30, 1980 are principally the Wastewater Treatment, East Side Arterial and School Building - Vocational Projects.

1. Summary of Significant Accounting Policies, continued:

Enterprise Funds

Transactions related to the acquisition, development and disposal of industrial land and facilities are accounted for in the Industrial Development and Park Authority Fund. Transactions related to the Wastewater Treatment Facility are supported by user charges and accounted for in the Sewer Fund.

General Long-Term Debt Group of Accounts

Unmatured long-term general obligation bonds payable are accounted for in the Long-Term Debt Account Group.

Basis of Accounting

The accounts of the General, Special Revenue, Debt Service and Capital Projects Funds are maintained and reported on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues and assets are recognized when measurable and available to finance operations of the year, and expenditures and liabilities are recognized when obligations are incurred by the government. In the case of judgments and claims against the City, when there is a probability that such judgments and claims will result in liabilities, the amounts of which can be reasonably estimated. Materials and supplies are considered expended when purchased and inventory is not reflected in the financial statements except in the Sewer Fund.

Interest on long-term general obligation bonds payable is recognized when it becomes payable. The City follows the policy of recording property and resident taxes on the accrual method and other General Fund revenue, such as motor vehicle permits, on a cash basis. Interest income is recorded as receivable and revenue as earned. Federal revenue sharing assistance is recorded as receivable and revenue as the entitlement occurs. Federal and state reimbursement grants recorded as receivables and revenue as the related uses of financial resources are recorded.

The accounts of the Enterprise Funds are maintained and reported on the accrual basis of accounting.

Continued

CITY OF BERLIN, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS, Continued

1. Summary of Significant Accounting Policies, continued:

Basis of Accounting, continued

Capital expenditures of the Industrial Development and Park Authority Fund are recorded as investments in cost, which is not in excess of net realizable value, held for subsequent sale.

General obligation bonds supported by general revenues are obligations of the City as a whole and not its individual constituent funds. Accordingly, all unamortized obligations which are backed by the full faith and credit of the City are accounted for in the General Long-Term Debt Account Group.

General obligation bonds of the City issued for capital investment of Enterprise Funds are included in the General Long-Term Debt Account Group and are reflected as contributed capital of the Enterprise Funds.

2. Budgetary Accounting and Encumbrances

General governmental revenues and expenditures accounted for in the General Fund, Debt Service Fund and Community Development Grants, General Revenue Sharing, Intergovernmental Fiscal Assistance and Comprehensive Employment and Training Act, Special Revenue Funds, are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the City's operations.

Appropriations in such funds are encumbered upon issuance of purchase orders, contracts or other forms of legal commitments. Even though certain goods and services have not been received, the transactions are accounted for as a use of budgeted appropriations in the year that the commitment is made.

Reconciliation of General Fund Revenues and Expenditures:

General fund revenues and expenditures reported in the Statement of Revenues, Expenditures, Transfers and Encumbrances - Budget and Actual are presented on the basis budgeted by the City. The amounts differ from those reported in conformity with generally accepted accounting principles in the Statement of Revenues, Expenditures, Operating Transfers and Changes in Fund Equity as follows:

| | Revenues | Expenditures |
|--|--------------------|--------------------|
| Statement of Revenues, Expenditures, Operating Transfers and Changes in Fund Equity | \$7,976,794 | \$7,533,154 |
| School Grants and Cafeteria - reported in Other Programs | 624,371 | 624,371 |
| Special Revenue Fund | | |
| General Revenue Sharing - reported in Special Revenue Fund | 378,078 | 378,078 |
| Amounts included in appropriated fund balance and reserved for encumbrances, beginning of year, net: | 19,075 | 83,630 |
| State's share of Wastewater Treatment facility general obligation bonds reported in Debt Service | 395,551 | 395,551 |
| Transfer from Industrial Development and Park Authority Fund - reported in Debt Service Fund | 48,000 | 48,000 |
| Transfer from Sewer Fund - reported in Debt Service Fund | 58,569 | 58,569 |
| Operating transfers | | 610,711 |
| Equity transfers | 100,000 | 111,195 |
| Statement of Revenues, Expenditures, Transfers and Encumbrances - Budget and Actual | <u>\$9,601,338</u> | <u>\$9,444,159</u> |

Continued

CITY OF BERLIN, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS, Continued

6. Industrial Development and Park Authority, continued:

The mortgage note receivable bears interest at 7% and is repayable in quarterly principal installments of \$1,667, plus interest, to 1981.

On October 29, 1979 the 44,000 square foot building and land was leased to American Skate Corporation for 20 years with a purchase option of \$22,000 at the end of the lease term. The lease has been accounted for as a direct financing lease. The minimum lease payments to be received under this lease are as follows:

| | Minimum Lease Payments |
|-------|---------------------------|
| 1981 | \$ 46,800 |
| 1982 | 46,800 |
| 1983 | 46,800 |
| 1984 | 49,425 |
| 1985 | 52,175 |
| Later | 793,348 |
| | <u>\$1,035,348</u> |

7. Sewer Fund:

The Sewer Fund was established on January 21, 1980 to develop, implement and administer a system of user charges to assure that each recipient of wastewater treatment services pays a proportionate share of costs of operation, maintenance and capital recovery.

Inventory is stated at the lower of cost or market with cost determined by the first-in, first-out method.

The wastewater treatment facility is stated at cost. Expenditures have been recorded in the Wastewater Treatment Capital Project and capitalized in the Sewer Fund.

4. Retirement Costs:

Substantially all employees of the City participate in the State of New Hampshire Retirement System. Under this plan, police and firemen contribute 9.3% of annual compensation and all other employees contribute 4.6%. The City's contribution has been based upon an actuarial valuation of the State contribution for 1980, of \$8,565 for firemen, 2.11% for teachers, and 3.25% for all other employees. The City's contribution rate provides for normal cost annually and for amortization of past service cost over 20 years. The amount, if any, of the excess of vested benefits over pension fund assets for the City is not available. Employees of the Public Works Department and certain Recreation Department personnel are covered under a City sponsored plan. The value of vested benefits in excess of the assets of this plan was approximately \$28,000 at September 1, 1979 the date of the latest actuarial valuation. Annual cost includes amortization of prior service costs over periods of 20 (State plan) to 30 (City plan) years. The City's policy is to fund pension costs accrued. Pension expenditures of the General Fund for the year were approximately \$148,156 for the State plan and \$43,386 for the City plan.

5. Sick Pay:

City employees may accumulate sick leave in amounts ranging to a maximum of 60 to 90 days and are entitled to a 50% to 100% lump-sum payment upon retirement. Teachers may accumulate a maximum of 80 sick leave days and are entitled to 60 days payment upon termination or retirement after completing 10 years of employment. The City records the cost of sick leave only when payments are made. The accumulated sick leave at June 30, 1980 is estimated to be approximately \$875,176.

6. Industrial Development and Park Authority:

The Industrial Development and Park Authority was established July 15, 1974, pursuant to Chapter 26 of the laws of 1974. The Authority was reestablished on September 16, 1975 under the provisions of RSA 162-G, for the purpose of acquisition, development and disposal of industrial land and facilities.

Investment property is carried at cost, which approximates net realizable value. The investment property is being held for sale and, accordingly, depreciation has not been provided. Rental income may be received until the property is sold.

Continued

CITY OF BERLIN, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS, Continued

8. Capital Projects Funds Transfers:

The School Building - Vocational fund, a Capital Project Fund, balance at June 30, 1978 included \$181,372 received from the State of New Hampshire. The balance at June 30, 1979 was approximately 19,000 square feet of Berlin High School floor space into an area vocational center for the communities of Berlin, Gorham and Grayton. During the year ended June 30, 1980, an equity transfer of \$35,000 was made to the General Fund. \$100,000 of the appropriated fund balance represents funds appropriated by the City Council for street resurfacing in 1980. The remaining funds, unless appropriated by the City Council for other purposes, must be used to retire the related School Building - 1971 general obligation serial bonds.

Operating transfers to the South Street Bridge Project represents an operating transfer from the Community Development, School Grants Special Revenue Fund. When the East Side Arterial, School Grants Renovation and Main Street Bridge Projects are completed remaining deficits were transferred to the General Fund and remaining deficits were funded by the General Fund.

9. Federal Aid Anticipation Notes

Capital Projects Funds Federal aid anticipation notes were issued June 27, 1980, at 5.69% interest rate, due on December 30, 1980. During 1980, the maximum amount outstanding was \$2,500,000, the average amount of monthly borrowings was \$2,490,000 and the average interest rate was approximately 7%.

10. General Long-Term Debt Payable:

General obligation bonds outstanding of \$1,600,000 issued to finance a fiscal year-end change authorized under Chapter 172 of the laws of 1975, and general obligation bonds of \$4,310,000 issued to finance the wastewater treatment facility and the industrial development project. The bonds of 1975 and the bonds of 1976 are included in the net indebtedness of the City for the purpose of determining the City's legal borrowing limitation.

The wastewater treatment facility general obligation bonds are guaranteed by the full faith and credit of the State of New Hampshire. The State has agreed to subsidize \$3,989,433 of the original bond issue in installments when due.

General obligation serial bonds payable include \$1,575,000 Berlin Water Works bonds which are intended to be repaid from revenues of the Water Works.

10. General Long-Term Debt Payable, continued:

As of June 30, 1980, general obligation debt service serial requirements for principal and interest in future years are as follows:

| Years Ending June 30, | Principal | Interest | Total |
|--------------------------|--------------------|--------------------|---------------------|
| 1981 | \$ 720,000 | \$ 500,635 | \$ 1,220,635 |
| 1982 | 745,000 | 461,375 | 1,206,375 |
| 1983 | 735,000 | 421,340 | 1,156,340 |
| 1984 | 735,000 | 381,780 | 1,116,780 |
| 1985 | 740,000 | 342,020 | 1,082,020 |
| 1986-1990 | 2,935,000 | 1,172,035 | 4,107,035 |
| 1991-1995 | 2,045,000 | 518,425 | 2,563,425 |
| 1996-1999 | 715,000 | 71,800 | 786,800 |
| | <u>\$9,370,000</u> | <u>\$3,869,410</u> | <u>\$13,239,410</u> |

11. Restatements:

Effective July 1, 1979 the City adopted the policy of reporting encumbrances outstanding at year-end as a reservation of fund balance. Encumbrances for expenditures to conform to Statement No. 1 Governmental Accounting and Financial Reporting Principles, prior to that date, encumbrances outstanding at year-end had been reported on the balance sheet on a separate line between liabilities and fund balance.

Fund equities of the General Fund and the Special Revenue Funds at June 30, 1979 have been restated for encumbrances outstanding at that date.

If the encumbrances had been properly reflected for the year ending June 30, 1979, expenditures for the year would have been decreased and fund equity at year-end would have been increased by \$145,351 in the General Fund and \$4,847 in the Special Revenue Funds.

CITY OF BERLIN, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS, Continued

12. General Fund - Fund Balance Reserved for Subsequent Year's Expenditures:

The fund balance in the General Fund at June 30, 1980 was reserved in the amount of \$801,831. \$150,000 was appropriated for the 1981 General Fund Subsequent Year's budget. \$125,825 was appropriated to meet the September 1, 1980 Water Treatment Plant bond issue principal and interest payment of the Berlin Water Works. The balance will be utilized for normal operating expenses.

13. Contingencies:

There are various claims and suits pending against the City which arise in the normal course of the City's activities. In the opinion of legal counsel and City management, the ultimate disposition of these various claims and suits will not have a material effect on the financial position of the City.

14. Related Party Transactions:

The City participates in the operations of the Berlin Airport Authority which is organized as a separate legal entity under the laws of the State of New Hampshire. The Authority is administered by a Board, the majority of whose members are appointed by the Mayor. For the year ended June 30, 1980, the City contributed \$18,720 as its share of the operation of the Authority.

The Berlin Economic Development Council, Inc. (BEDCO) is a nonprofit corporation formed in June 1979 to receive, administer and set policy for EDA Title IX Long-Term Deterioration Funds. The mayor, two councilmen and a city employee are members of a seven-person Executive Committee. BEDCO has loaned \$12,500 to the Industrial Development and Park Authority as of June 30, 1980.

Finance Department

City Comptroller Aline Boucher and her staff are responsible for thousands of financial transactions each year. Financial records are maintained by this department for the City's annual budget in excess of \$10 million. Also maintains records for other funds as per audit report. In addition, this department administers all insurance programs for the City and the school system.

Collection Department

City Collector L. Laurier Rousseau and his staff are responsible for the collection of all taxes and other revenues in excess of \$10 million.

Berlin Public Schools, Berlin, New Hampshire School Calendar, 1980-1981

School
Days

Calendar

Sun. Mon. Tues. Wed. Thur. Fri. Sat.

20

SEPTEMBER

| | | | | | | |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

22

OCTOBER

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

17

NOVEMBER

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

17

DECEMBER

| | | | | | | |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

20

JANUARY

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

15

FEBRUARY

| | | | | | | |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

22

MARCH

| | | | | | | |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

School
Days

Calendar

Sun. Mon. Tues. Wed. Thur. Fri. Sat.

17

APRIL

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

21

MAY

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

14
185

JUNE

| | | | | | | |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

JULY

| | | | | | | |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

AUGUST

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

VACATIONS & HOLIDAYS

| | |
|-----------------|-------------------------|
| Aug. 29 | Orientation Day |
| Sept. 2 | Total Staff Orientation |
| 3 | First Day of School |
| Oct. 17 | Teachers' Convention |
| Nov. 11 | Veterans' Day |
| 27 - 28 | Thanksgiving Recess |
| Dec. 24 - Jan 2 | Christmas Vacation |
| Feb. 23 - 27 | Winter Vacation |
| April 20 - 24 | Spring Vacation |
| June 18 | Last Day of School |

